

Application Questionnaire – Demand & Capacity Trainer Programme
FAMILIARISATION DOCUMENT

The Closing Date for Applications for Cohort 2 is 7th Jan 2018. We will contact applicants with the outcome by the 25th Jan 2018.

Please select the trust you work for from the options in the drop-down menu:

- 5 Boroughs Partnership NHS Foundation Trust
- Aintree University Hospital NHS Foundation Trust
- Alder Hey Childrens NHS Foundation Trust
- Blackpool Teaching Hospitals NHS Foundation Trust
- Bolton Hospital NHS Foundation Trust
- Bridgewater Community Healthcare NHS Foundation Trust
- Calderstones Partnership NHS Foundation Trust
- Central Manchester University Hospitals NHS Foundation Trust
- Cheshire And Wirral Partnership NHS Foundation Trust
- Countess Of Chester Hospital NHS Foundation Trust
- Cumbria Partnership NHS Foundation Trust
- East Cheshire NHS Trust
- East Lancashire Hospitals NHS Trust
- Greater Manchester West Mental Health NHS Foundation Trust
- Lancashire Care NHS Foundation Trust
- Lancashire Teaching Hospitals NHS Foundation Trust
- Liverpool Community Health NHS Trust
- Mersey Care NHS Trust
- North Cumbria University Hospitals NHS Trust
- Pennine Acute Hospitals NHS Trust
- Pennine Care NHS Foundation Trust
- Royal Liverpool And Broadgreen University Hospitals NHS Trust
- Salford Royal NHS Foundation Trust
- Southport And Ormskirk Hospital NHS Trust
- St Helens And Knowsley Teaching Hospitals NHS Trust
- Stockport NHS Foundation Trust
- Tameside Hospital NHS Foundation Trust
- The Christie NHS Foundation Trust
- The Clatterbridge Cancer Centre NHS Foundation Trust
- The Mid Cheshire Hospitals NHS Foundation Trust
- The Walton Centre NHS Foundation Trust
- University Hospital Of South Manchester NHS Foundation Trust
- University Hospitals Of Morecambe Bay NHS Foundation Trust
- Warrington And Halton Hospitals NHS Foundation Trust

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If you work for none of the above organisations, please provide details of your employer including name, address and post code.

For the cohort, students will be divided into two groups of 20. You must be able to attend all of the mandatory training dates. These are:

Cohort 2 Mandatory Training Dates		
Activity & Location	Dates	Module
Classroom Attendance (Manchester)	6 & 7 Mar 18	Module 1 (Change) both groups
	9 & 10 Apr 18	Module 2 Group A
	11 & 12 Apr 18	Module 2 Group B
	15 & 16 May 18	Module 3 (Trainer) both groups
	19 & 20 Jun 18	Module 4 (Coaching) both groups
Webinars (Distance Learning)	12 or 15 Mar 18 @ 1100 Mod 1	All to attend either webinar dates published
	17 or 18 Apr 18 @ 1100 Mod 2	
	21 or 24 May 18 @ 1100 Mod 3	
	25 or 28 Jun 18 @ 1100 Mod 4	
Action Learning Set (Manchester)	16 – 20 Jul 18 (attend 1 date)	Cohort will be broken down into 5 groups of 8. All to be available for any of these dates.

Please confirm that you are able to attend these dates: Yes / No

YOUR DETAILS

The personal details requested are required to Register you with the Institute of Leadership and Management (ILM) and for contact purposes by both ELS and the NHS to inform you of your selection for the course. By completing this area with your details, you are consenting to ELS using these details to register you with the ILM (for certification requirement), for contact purposes and that your personal information will not be used for any other purpose. Personal data collected will be managed in accordance with ELS 030. Data Protection Policy (of which can be provided on request).

Name: **Salutation**
 First name

COHORT 2

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Last name

Contact Details:

Email Address:

Mobile Number:

Postal Address:

Personal Details:

Gender:

DOB:

Job Title:

PERSONAL STATEMENT

Your personal statement is an important part of your application and should tell us why you want to join the programme, what skills and/or experience you have, and provide us with a clear argument as to why you should have a place. It should not exceed 500 words. To give us the most thorough overview of your application, we'd recommend using the full word count.

Your personal statement should answer the following questions:

1. Why should you have a place on the programme – and why now?
2. Tell us how you are involved with service planning directly or in a support role.
3. Tell us about a time you delivered training. What didn't go well and how did you deal with it?

Copy and paste in here your 500 word submission

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Yes

No

Are you involved in service planning directly?

Are you involved in a role that supports service planning?

ADDITIONAL INFORMATION

In order to fully engage with this course, you will be required to have familiarity with handling multiple Excel files, navigating tabs and using basic formulae. This will be especially important for the Interactive Modelling Workshop (please see student handbook for further detail).

Please confirm that you either have these skills or will undertake Excel training before the Interactive Modelling Workshop.

I already have these skills

I will undertake Excel training before the Interactive Modelling workshop

I understand that the programme is a continuing process. I confirm I am available to attend all mandatory training dates and complete all mandatory online training and course assignments, as set out in the learner's contract:

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OTHER CONTACT DETAILS

Integral to the application process is the agreement from both an executive level sponsor and from your line manager to release you from your normal duties to carry out training, as necessary. Please provide the required information below.

I confirm I have identified an executive level sponsor in my organisation who will sign my learner's contract, once I am accepted onto the programme



EXECUTIVE SPONSOR INFORMATION

Sponsor's name:

Sponsor's job title:

Sponsor's email address:

Sponsor's phone number:

I confirm my line manager has agreed for me to go on this programme and will release me as required



LINE MANAGER INFORMATION

Line manager's name:

Line manager's job title:

Line manager's email address:

Line manager's phone number:

Finally, please tell us where you heard about the programme:

- Senior member of staff
- Regional bulletin
- NHS Improvement regional team
- Demand and Capacity web page
- Demand and Capacity training days
- Direct e-mail
- Other – Provide information in the box below

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When you are content with the information you want to provide, please complete the on-line application form by following the link provided on the webpage.