

Application Questionnaire – Demand & Capacity Trainer Programme
FAMILIARISATION DOCUMENT

The Closing Date for Applications for Cohort 3 & 4 is the 5th February 2018. We will contact applicants with the outcome by 23rd February 2018.

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

Basildon & Thurrock University Hospitals NHS FT	Norfolk & Norwich University Hosp NHS FT
Bedford Hospital NHS Trust	Norfolk & Suffolk NHS FT
Birmingham & Solihull NHS FT	Norfolk Community Health & Care NHS Trust
Birmingham Children's Hospital NHS FT	North Staffordshire Combined Healthcare NHS Trust
Birmingham Community Healthcare NHS Trust	North West Anglia Foundation Trust
Birmingham Women's Hospital NHS FT	Northampton General Hospital NHS Trust
Black Country Partnership NHS FT	Northamptonshire Healthcare NHS FT
Burton Hospitals NHS Ft	Nottingham University Hospitals NHS Trust
Cambridge & Peterborough NHS FT	Nottinghamshire Healthcare NHS FT
Cambridge University Hospital NHS FT	Papworth Hospital NHS FT
Cambridgeshire Community Services NHS Trust	Queen Elizabeth Hospital Kings Lynn NHS FT
Chesterfield Royal Hospital NHS FT	Robert Jones & Agnes Hunt NHS FT
Colchester Hospital University NHS FT	Royal Orthopaedic Hospital NHS FT
Coventry and Warwickshire Partnership NHS Trust	Sandwell and West Birmingham Hospitals NHS Trust
Derby Teaching Hospitals NHS FT	Sandwell and West Birmingham Hospitals NHS Trust
Derbyshire Community Health Services	Sherwood Forest Hospital NHS FT
Derbyshire Healthcare NHS FT	Shropshire Community Health NHS Trust
Dudley and Walsall Mental Health Partnership NHS Trust	South Staffordshire & Shropshire Healthcare NHS FT
Dudley Group NHS FT	South Warwickshire NHS FT
East & North Hertfordshire NHS Trust	Southend University Hospitals NHS FT
East Midlands Ambulance Service NHS Trust	Staffordshire and Stoke-on-Trent NHS Partnership Trust
East of England Ambulance NHS Trust	The Princess Alexandra Hospital NHS Trust
Essex Partnership University FT	The Royal Wolverhampton NHS Trust
George Eliot Hospital NHS Trust	United Lincolnshire Hospitals NHS Trust
Heart of England NHS FT	University Hospital of North Midlands NHS Trust
Hertfordshire Community NHS Trust	University Hospitals Coventry and Warwickshire NHS Trust
Hertfordshire Partnership University Hospital NHS FT	University Hospitals of Birmingham NHS FT
Ipswich Hospital NHS Trust	University Hospitals of Leicester NHS Trust
James Paget University Hospital NHS FT	Walsall Healthcare NHS Trust
Kettering General Hospital NHS FT	West Hertfordshire Hospitals NHS Trust
Leicestershire Partnership NHS Trust	West Midlands Ambulance Service NHS FT
Lincolnshire Community Hospitals NHS Trust	West Suffolk Hospitals NHS FT
Lincolnshire Partnership NHS FT	Worcestershire Acute Hospitals NHS Trust
Luton & Dunstable University Hosp NHS FT	Worcestershire Health and Care NHS Trust
Mid Essex Hospital Services NHS Trust	Wye Valley NHS Trust
Milton Keynes University Hosp NHS FT	

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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 3 Mandatory Training dates & Groups		
Activity & Location	Dates	Module
Classroom Attendance (Birmingham)	10 & 11 April 2018	Module 1 (Change) Both groups
	14 & 15 May 2018	Module 2 Group A
	16 & 17 May 2018	Module 2 Group B
	19 & 20 Jun 2018	Module 3 (Training) Both groups
	24 & 25 Jul 2018	Module 4 (Coaching) Both groups
Webinars (Distance Learning)	17 or 18 April @ 11.00	Module 1
	22 or 24 May @ 11.00	Module 2
	26 or 27 Jun 2018 @ 11.00	Module 3
	31 Jul or 1 Aug 2018 @ 11.00	Module 4
Optional Action Learning Sets (Distance Learning)	20 April 2018 @ 11.00	Module 1
	29 Jun 2018 @ 11.00	Module 3
	03 Aug 2018 @ 11.00	Module 4
Action Learning Sets (Birmingham)	20 – 24 Aug 2018 (Attend 1 date)	Cohort will be broken down into 5 groups of 8. All to be available for any of these dates.

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Cohort 4 Mandatory Training dates & Groups		
Activity & Location	Dates	Module
Classroom Attendance (Group A London, Group B Peterborough)	24 & 25 Apr 2018	Module 1 (Change) Both groups
	29 & 30 May 2018	Module 2 Group A
	31 May & 1 Jun 2018	Module 2 Group B
	3 & 4 Jul 2018	Module 3 (Training) Both groups
	7 & 8 Aug 2018	Module 4 (Coaching) Both groups
Webinars (Distance Learning)	30 Apr or 1 May 2018 @ 11.00 Module 1	All to attend either webinar dates published
	5 & 6 Jun 2018 @ 11.00 Module 2	
	10 or 11 Jul 2018 @11.00 Module 3	
	14 or 15 Aug 2018 @11.00 Module 4	
Optional Action Learning Sets (Distance Learning)	4 May 2018 @11.00 Module 1	All to attend if/as required
	13 Jul 2018 @ 11.00 Module 3	
	17 Aug 2018 @ 11.00am Module 4	
Action Learning Sets (Group A London, Group B Peterborough)	3 – 7 Sep 2018 (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
 Last name

Contact Details:

Email Address:

Mobile Number:

Postal Address:

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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:

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:

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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

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.