

Application Questionnaire – Demand & Capacity Trainer Programme
FAMILIARISATION DOCUMENT

**The Closing Date for Applications for Cohort 1 is Midnight on Sunday 16th July 2017.
We will contact applicants with the outcome by the 31 August 2017.**

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

- Barking, Havering And Redbridge University Hospitals NHS Trust
- Barts Health NHS Trust
- Brighton And Sussex University Hospitals NHS Trust
- Chelsea And Westminster Hospital NHS Foundation Trust
- Dartford And Gravesham NHS Trust
- Dorset County Hospital NHS Foundation Trust
- East Kent Hospitals University NHS Foundation Trust
- East Sussex Healthcare NHS Trust
- Epsom And St Helier University Hospitals NHS Trust
- Frimley Health NHS Foundation Trust
- Great Ormond Street Hospital For Children NHS Foundation Trust
- Guy's And St Thomas' NHS Foundation Trust
- Hampshire Hospitals NHS Foundation Trust
- Homerton University Hospital NHS Foundation Trust
- Imperial College Healthcare NHS Trust
- Isle Of Wight NHS Trust
- King's College Hospital NHS Foundation Trust
- Kingston Hospital NHS Foundation Trust
- Lewisham And Greenwich NHS Trust
- London North West Healthcare NHS Trust
- Maidstone And Tunbridge Wells NHS Trust
- Medway NHS Foundation Trust
- Moorfields Eye Hospital NHS Foundation Trust
- North Middlesex University Hospital NHS Trust
- Poole Hospital NHS Foundation Trust
- Portsmouth Hospitals NHS Trust
- Queen Victoria Hospital NHS Foundation Trust
- Royal Brompton And Harefield NHS Foundation Trust
- Royal Free London NHS Foundation Trust
- Royal National Orthopaedic Hospital NHS Trust
- St George's University Hospitals NHS Foundation Trust
- Surrey And Sussex Healthcare NHS Trust
- The Hillingdon Hospitals NHS Foundation Trust
- The Royal Bournemouth And Christchurch Hospitals NHS Foundation Trust
- The Royal Marsden NHS Foundation Trust
- The Whittington Hospital NHS Trust
- University College London NHS Foundation Trust
- University Hospital Southampton NHS Foundation Trust
- Western Sussex Hospitals NHS Foundation Trust

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

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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 1 Mandatory Training Dates		
Activity & Location	Dates	Module
Classroom Attendance (London)	5 & 6 Sep 17	Module 1 (Change) both groups
	3 & 4 Oct 17	Tech Module Group A
	5 & 6 Oct 17	Tech Module Group B
	7 & 8 Nov 17	Module 2 (Trainer) both groups
	9 & 10 Jan 18	Module 3 (Coaching) both groups
Webinars (Distance Learning)	13 or 14 Sep 17 @ 1130 Mod 1	All to attend either webinar dates published
	15 or 16 Nov 17 @ 1130 Mod 2	
	17 or 18 Jan 18 @ 1130 Mod 3	
Action Learning Set (London)	5 – 9 Feb 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
 Last name

Contact Details:

Email Address:

Mobile Number:

Postal Address:

Personal Details:

Gender:

DOB:

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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:

Sponsor's email address:

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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.