



# Workforce Development Funds

## Terms and Conditions

### General

1. Workforce Development Funds (WDF) are entrusted to Lincolnshire Training Hub (LTH) by Health Education England (HEE) for the development of staff in primary care across Lincolnshire. LTH will abide by the guidance stipulated by HEE for the allocation of WDF.
2. The funding approval is from the start date as advertised. Should the candidate defer the course, LTH cannot confirm the funding will be transferred.
3. By submitting an application and accepting WDF money, you confirm that LTH can review your progress on the course including grades, extensions, deferral requests whether the course is run internally through LTH or externally through another education provider.

### Bookings

1. By submitting an application form for WDF monies, the applicant confirms that they have reviewed the course and commitment required. They confirm that to the best of their knowledge, they are able to commit to the full course.
2. The applicant confirms that they have practice support to complete the applied for course and will be allowed supervised practice to become competent.
3. Confirmation of funding will be provided by email from LTH following the application deadline. This confirmation will only be approval for funding and attendance on the course will be at the discretion of the education provider. You may have to submit a further application to the education provider.
4. By submitting an application form for WDF monies, the applicant is aware that their details and application will be reviewed by relevant NHS System partners - Lincs LMC, Lincolnshire CCG, Lincolnshire STP, the relevant education provider, Health Education England. Should they not consent to this sharing of information in line with GDPR, the applicant should mention so on their application form.
5. By submitting an application, the applicant confirms that they have not previously been in receipt of WDF monies for the applied for course.

### Cancellations

1. Cancellation of applications prior to approval will incur no cost
2. If an applicant or employer cancels the application after approval of funding for an external education provider, an invoice will be sent for the full cost of the course unless the place can be filled by an alternative candidate.
3. If an applicant or employer cancels the application after approval of funding for an LTH run course within 7 days of the start date, an invoice will be sent for the full cost of the course unless the place can be filled by an alternative candidate. Prior to 7 days, no charge will be incurred.
4. Should the candidate start a course and withdraw, the candidate may be invoiced for the full cost of the course. The candidate will not receive funding for a further course of the same topic.

### Payment

1. LTH will arrange all payments for pre-approved courses. Should LTH be unable to make a payment on behalf of a candidate, the candidate should arrange an invoice for LTH who will reimburse.
2. For any payments due to cancellation, LTH will send an invoice with payment details.

