

# Workforce Development Funding Application Process

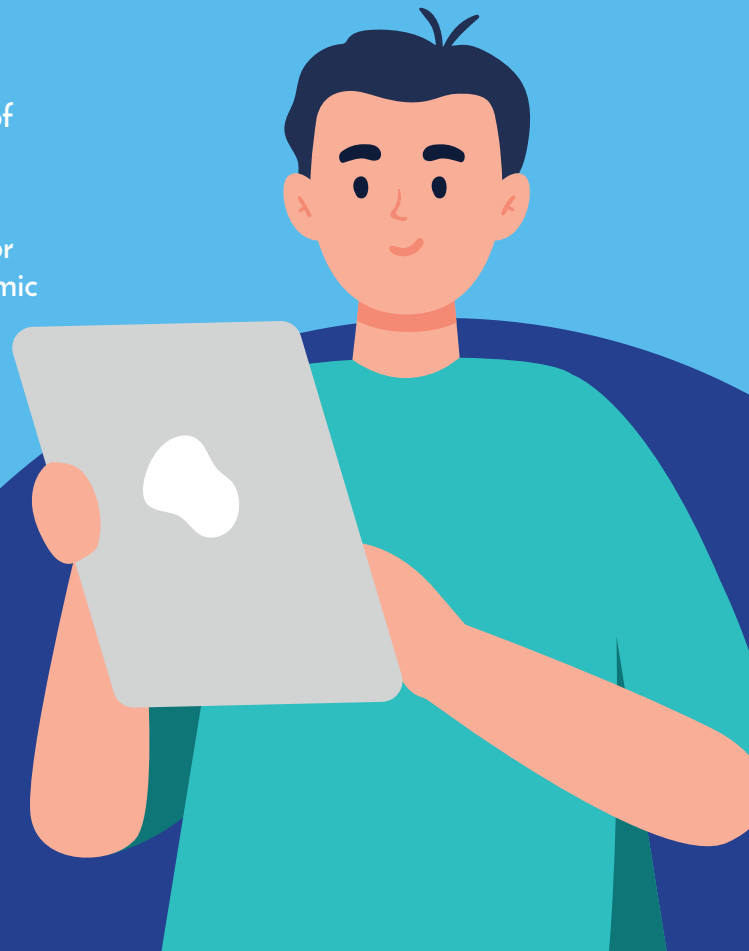
**Step 1** Funded courses and training opportunities are advertised on Lincolnshire Training Hub website, Facebook and emailed to our distribution list

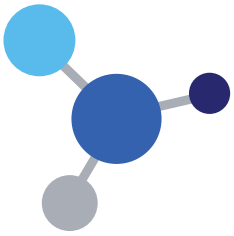
**Step 2** Those interested in funding for the course are to complete an application form on the Lincolnshire Training Hub website ([www.lincolnshiretraininghub.nhs.uk](http://www.lincolnshiretraininghub.nhs.uk)).

**Step 3** Funding application forms are to be reviewed by relevant system partners using pre-agreed eligibility criteria and grading system - Available upon request

**Step 4** The applicant will be contacted informing them of the outcome of their application for funding and the next steps.

NB. this process of approval is only for funding for courses and you will still need to meet any academic course criteria.





# Example Grading Criteria for Funding

## Essential Criteria

1. Employed in general practice in Lincolnshire - Lincolnshire defined by the STP footprint.
2. Employed in a clinical/Reception/Admin role (dependent on course)
3. Has support from Practice Manager and Practice Partner or equivalent

## Desirable Criteria

1. Worked in current job role for at least XX months
2. Employed by current employer for at least XX months

All applications will be reviewed by the Lincolnshire Training Hub team and graded according to the essential and desirable criteria as well as other supporting information.

Score	Criteria
1	Poor response - demonstrating extremely limited knowledge, skills and experience
2	Average response -demonstrating some knowledge, skills and experience relevant to the course
3	Good response - demonstrating application of knowledge, skills, experience and attributes to the course
4	Excellent response - demonstrating full application of knowledge, skills, experience and attributes to the course

Previous requests for funding will be considered. Those who have never accessed WDF monies previously may be prioritised for funding. Those with approved funding within the current financial year will not be approved.

