



## SCOTTISH HOME AND HEALTH DEPARTMENT

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29th April, 1963.

Please address any reply to

THE SECRETARY

(postage must be prepaid)

and quote: WM/11/6/07

Your Reference:

SCOTTISH HOSPITAL SERVICEPOST-ENTRY TRAINING FOR STAFFS UNDER PROFESSIONAL AND  
TECHNICAL "B" WHITLEY COUNCIL

- (a) General education for young people under 18
- (b) Technical training for R.H.B. Works Organisations Staffs

1. The Secretary of State has accepted recommendations on post-entry training made to him by the Professional and Technical "B" Whitley Council. These are contained in the Appendix to this memorandum and supplement the provisions of R.H.B.(S)(54)8 and S.R.B. 54/34 (FTB Circular 33); S.R.B.(54)57 (FTB Circular 37) and paragraph 2 of the Appendix to S.H.M. (62)18.
2. Part I (paragraphs 1-9) relates to the general education of young people under 18 years of age and applies to all classes of staff dealt with by the Professional and Technical "B" Whitley Council.
3. Parts II-VI (paragraphs 10-20) of the scheme relate only to staff in the architectural, surveying and engineering departments of Regional Hospital Boards' headquarters offices and refer to facilities for technical training. Courses leading directly to the acquisition of professional qualifications are covered in paragraph 17.
4. All young people under age eighteen should be encouraged to take advantage of the facilities for further general education and all eligible staff likely to profit from them should be encouraged to use the facilities for further technical education. Time off up to one day a week or the equivalent (for all purposes) without abatement of pay should be granted to those who do so.
5. Copies of this memorandum should be sent to all Boards of Management and the training arrangements brought to the notice of all eligible staff.
6. The provisions of the Appendix take effect from the date of this circular.
7. The Secretary of State approved on 29th April, 1963, under Regulation 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations, 1951, the remuneration and conditions of service contained in the Appendix to this memorandum.

Further general education of staffs within the purview of Professional and Technical 'B' Whitley Council and post-entry technical training of Regional Hospital Boards' Works Organizations Staffs

GENERAL

1. The purpose of the scheme is:-

- (i) To enable and encourage people under 18 years of age to continue their general education;
- (ii) To provide for training on the job; and
- (iii) To assist officers to undertake training of value to the National Health Service.

2. Whilst it will be for the employing authority to decide whether a particular individual can be spared from his normal duties to attend lectures or sit for examinations in the circumstances set out in the succeeding paragraphs, consent should not be withheld unless circumstances make this unavoidable.

I. General education for young people under 18

Leave to attend day classes

3. Wherever possible employing authorities should encourage members of their staff to attend suitable day classes organised by the Local Education Authority for one day a week or equivalent time until the end of the term following their 18th birthday. Employing authorities may exercise discretion in special circumstances to allow day release until the end of the school year in which the 18th birthday occurs (e.g. to enable an officer to sit for an approved examination for which he has been studying). Staff attending such classes should be released for one day a week or equivalent time during term time; during the school holidays they should work the normal hours. Principals of the institutions attended should be asked to notify the employing authority of absences and late attendances at classes. Absence from classes should count as absence from work for the purposes of sick or annual leave entitlement as appropriate.

Leave to attend evening classes

4. If day classes are not available, young people should be encouraged to attend any suitable evening classes organised by the Local Education Authority and should be allowed time off during the day equivalent to the time spent at such evening classes. In other respects, the provisions of paragraph 3 should apply.

Overtime, etc.

5. Overtime for young people below the age of 18 is undesirable, and employing authorities are asked to arrange duties to ensure that as far as is possible the time put in by these officers does not exceed the normal working week for the class including 7 notional hours of work for a day's attendance at day classes or up to 7 notional hours of work in any one week in respect of time allowed off during the day under paragraph 4.

## Fees

6. Employing authorities should pay the fees charged by Local Education Authorities for day classes, or, if day classes cannot be arranged, for evening classes organised by Local Education Authorities.

## Travelling Expenses

7. Employing authorities should pay excess travelling expenses (excess over cost of travel to place of employment after taking account of any contribution made by the Local Education Authority) for young people attending either day classes, or approved evening classes where no day classes exist.

## Exceptional cases

8. Where, exceptionally, day or evening classes under a Local Education Authority are not available and an officer wishes to continue his general education by correspondence course, application for approval to pay tuition fees should be made to the Secretary of State.

## Condition

9. Assistance under Part I (other than paragraph 8) should be given subject to evidence of satisfactory attendance obtained by periodical reports from the institutions concerned.

## II. Training on the job

10. Employing authorities should institute 'on the job' training schemes and should give junior staff, particularly those under 21 years of age, experience on various types of work. The object should be to give all possible opportunities of acquiring knowledge and experience appropriate to the probable future career.

## III. Technical Training of value to the National Health Service

11. The provisions of this part of the scheme are intended to apply only to officers aged under 30 years at the time of starting their training who are taking approved courses of training which lead to the acquisition of technical knowledge or skill, or technical qualifications. Boards may, however, at their discretion extend these facilities to officers aged 30 or over in exceptional circumstances. In deciding whether an application should be considered as an exceptional case, Boards should have regard to such matters as late entry into the service and whether the applicant has good reasons for having been unable to undertake training before reaching the age of 30. Training which itself leads directly to the acquisition of professional qualifications is not covered by the provisions of this Part of the Scheme.

12. In determining whether to approve a course of training for the purpose of this scheme employing authorities should have regard to the value of the particular course of study proposed to the work on which the officer is engaged, or is likely in future to be engaged, and to the capacity of the officer to benefit from it. Such courses of training would include, for example, those leading to the Ordinary National Certificate or Higher National Certificate in appropriate subjects.

13. The following assistance should be made available to officers taking approved technical courses of training:

(a) Day release. An officer may be allowed day release for up to one day each week or equivalent time to attend appropriate classes or lectures, at the discretion of the employing authority.

\*see paragraph 12

(b) Time off to attend evening lectures. Officers should be allowed to leave early (half an hour or so) if this is necessary in order to reach evening lectures but they may be required to make this time good by extra work at another time if pressure of work requires it.

(c) Overtime, etc. Subject to the needs of the work, employing authorities should avoid calling on approved students to work overtime which in any case should be paid for only in respect of hours in excess of 38 per week actually worked by the officer.

(d) Special leave to attend examinations. Special leave with pay should be granted to enable approved students to attend examinations.

#### Financial Assistance

14. The following financial assistance should be given to students taking approved technical courses of study.

Tuition fees*	}	75% of expenditure
Registration and exemption fees		
Examination entry fees		
Excess travelling expenses for courses of study <sup>o</sup>		
Excess travelling expenses for examination		
Reasonable out-of-pocket expenses such as expenditure on meals or cost of overnight stay necessarily incurred in sitting for an approved examination	}	

#### Text Books

15. Text books should be borrowed wherever possible. Where books cannot be borrowed from public libraries or other sources, employing authorities should, at their discretion, either include the lending charge for books borrowed from other libraries in the expenditure for which a percentage grant is made in paragraph 14 or make a grant not exceeding 50% towards the cost of purchasing text books, the grant not to exceed £5 in respect of any particular course.

16. The provisions of this section are supplementary to those contained in RHB(S) (54)8 and SRB54/34.

#### IV. Courses leading directly to the acquisition of professional qualifications

17. The provisions of Part III above do not apply to courses leading directly to the acquisition of professional qualifications. However, an officer with the requisite pre-entry qualifications and the personal capacity to benefit from professional training in architecture, engineering or surveying may be

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\*It is desirable that Local Education Authorities' classes should be attended wherever possible. Assistance with correspondence course tuition fees should be given only where suitable Local Education Authority classes are not available within reasonable travelling distance, and where the prior consent of the Minister has been obtained.

<sup>o</sup> see paragraph 7.

allowed time off in accordance with the provisions of paragraph 13 above where this is clearly in the interest of the service. The provisions of paragraphs 14 and 15 do not apply, however, and no financial assistance should be given without the prior authorisation of the Secretary of State, which will be given only in exceptional cases. Where in order to meet the practical training requirements of a professional engineering institution it is essential that an approved officer serves for a period with an organisation outside the Health Service which is acceptable to the professional institution concerned, Boards should submit the proposal to the Secretary of State for approval. In this connection, Boards should bear in mind the possibility of arranging for the period of secondment to be spent in Government engineering shops, or with a nationalised industry in the locality which possesses the requisite facilities, in preference to a private firm.

V. Temporary arrangements for officers in post at date of publication of this scheme: officers aged 18 or over taking the Scottish Certificate of Education

18. Temporary arrangements should be made for assistance to be given to officers in post at the date of publication of this scheme who are aged 18 or over and who wish to take the Scottish Certificate of Education in appropriate subjects in order to embark on a course of study for which the Scottish Certificate of Education is a pre-requisite and which their employing authority is willing to approve under paragraph 12. The special arrangements should apply only until the end of the first complete academic year following the publication of the scheme and only to officers who, if successful in obtaining the Scottish Certificate of Education in that period, would be under 30 years of age at the time of starting their approved course of study.
19. Assistance under paragraphs 13 and 14 should be made available to officers qualifying under paragraph 18 and taking a course of study for the Scottish Certificate of Education.

VI. Conditions applying to Parts III, IV and V.

20. Time off and assistance under Parts III, IV, and V should be given subject to the following conditions:-
- (a) Time off and financial assistance is subject to satisfactory progress and attendances, judged by the passing of examinations or by periodical reports from the institutions concerned. Where an officer fails at the first attempt to attain the qualification or to pass an intermediate examination, facilities should normally be granted for one other attempt only and then only if the employing authority are satisfied that the officer's failure was attributable to circumstances beyond his control and not to any lack of application on his part.
- (b) Although it is not intended that a Board should make it a legal obligation for the officer to serve in the National Health Service on completion of the training for which time off or assistance is given the Board should satisfy itself, as far as possible, that the officer intends to remain in the National Health Service for at least a period of two years after completion of his training.