**BANK Request to Complete Training Form**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | | | | |
| **Name:** |  | | | | | | |
| **Assignment Number:** |  | | | | | | |
| **Course Name:** |  | | | | | | |
| **Do you approve for the above named worker to complete this training?** | | | | **Yes** |  | **No** |  |
| **Supporting Information:** | |  |  | | | | |
| **Cost Code:** | |  |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **WORKER SIGNATURE** | | | |
| **Signature** |  | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **TEAM / UNIT / WARD AUTHORISATION** | | | |
| **Signature** |  | **Date:** |  |
| **Name:** |  | **Designation:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **FLEXIBLE WORKFORCE APPROVAL** | | | |
| **Signature** |  | **Date:** |  |
| **Name:** |  | | |

All face to face training must be approved before attending and only those authorised through this form will be paid.

We are happy for you to book training prior to completing and returning the training form for authorisation, however please do not attend the training before receiving authorisation or you may not get paid.

To ensure payment is received for training you must have received an authorising email from the Flexible Workforce Team before you attend and the training must be a requirement of your bank role. Non statutory/mandatory training may be requested and authorisation may be given to attend, however you will not be paid for this.

**ONLY STATUTORY/MANDATORY TRAINING WILL BE AUTHORISED FOR PAYMENT BY THE FLEXIBLE WORKFORCE TEAM.**

If specific training is required by a Unit / Team / Ward and it is not statutory/mandatory, you will need to ensure that the Unit / Team / Ward authorise the form, provide the cost code and returned to the Flexible Workforce Team office or email to [HNF-TR.FWT@nhs.net](mailto:HNF-TR.FWT@nhs.net) for the training to be added to the system for payment. It is the BANK workers responsibility to obtain authorisation from the team/unit that are paying for the training.

**Please complete this form and submit to:- Flexible Workforce Team, Humber Teaching NHS Foundation Trust, Mary Seacole Building, Willerby Hill, Beverley Road, Willerby, HU10 6ED**