29 March 2024

Technical IT Training

1. For the Financial years 2021/22, 2022/23 and 2023/24 please confirm whether your organisation purchased training in any of the below areas. Please provide a breakdown of the value purchased for each area, the number of people who received that training?
- **Agile & Scrum**
- **Business Analysis**
- **Data Analytics**
- **Enterprise Architecture**
- **Lean/Lean Six Sigma**
- **Project & Programme Management**
- **Technical IT Training**

The purchase of training listed is sourced, approved and invoiced locally by line managers. There is not a centrally held record of the numbers or cost. To locate and retrieve such data would necessitate a manual trawl of Trust records. We estimate that compliance with this request for information would exceed the appropriate costs limit. Under Section 12 of the Freedom of Information 2000, the limit has been specified as £450 and represents the estimated cost of one or more persons spending 18 hours in determining whether we hold the information, locating, retrieving and extracting this information.

2. Specifically focusing on Technical IT Training for the same 3 year period please confirm how much of this training, if any, was in Microsoft products and provide a breakdown in terms of the value purchased, the cost per training and the number of people receiving training in each of the below products?
- **Microsoft Word**
- **Microsoft Excel**
- **Microsoft PowerPoint**
- **Microsoft Power BI**
- **Microsoft Teams**
- **Other Microsoft product**

The majority of the training relating to these products is sourced, approved and invoiced locally by line managers. Therefore there is not a centrally held record of the numbers or cost. To locate and retrieve such data would necessitate a manual trawl of Trust records. We estimate that compliance with this request for information would exceed the appropriate costs limit. Under Section 12 of the Freedom of Information 2000, the limit has been specified as £450 and represents the estimated cost of one or more persons spending 18 hours in determining whether we hold the information, locating, retrieving and extracting this information.

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Notwithstanding this, a proportion Trust staff who accessed the skills training listed can be provided:

Product	Numbers trained 21/22	Numbers trained 22/23
Word	1	
Excel	131	86
Powerpoint	1	1
Other	14	8

3. What are your organisation's procurement rules around purchasing training and how do these change when certain value thresholds are reached, see examples below.
under £5,000 - 1 quote,
over £5,000 but under £10,000 - 3 quotes required
over £10,000 – 5 quotes via an open procurement exercise
over £20,000 – full tender exercise

The Belfast Trust complies with the Northern Ireland Public Procurement Policy and all procurement is done in conjunction with the Procurement and Logistics Service as the CoPE for HSCNI. The current Procurement Control Limits are as follows:

Value	Procurement Process
Up to £10,000	The Department / PaLS must demonstrate that value for money has been secured.
£10,000 to £30,000	The process undertaken by PaLS will invite five suppliers to tender / quotation.
£30,000 to UK Public Procurement Threshold*	PaLS will advertise a tender on eTendersNI. Tender process must be conducted in line with PGN 05/12 Procurement of Goods, Works and Services Over £30,000 and Below UK Threshold.
Above UK Public Procurement Threshold*	PaLS will advertise a tender on eTendersNI. Procurement Directives apply – the tender will be advertised in Find A Tender Service.

4. Do you have a competency framework in place? If yes, which department manages this. If no, is there a central training function, if yes, where does this report to?

There are multiple competency frameworks in use throughout HSCNI depending on professional group. The NHS Knowledge and Skills Framework (LINK), the NHS Healthcare Leadership Model (LINK), the Nursing and Midwifery standards for competence for registered nurses (LINK) are examples of this.

Please note: This is not an exhaustive list. Professional competencies are managed in line with registration requirements for different professional groups and a local level as part of employees Staff Development Review processes.

There are a number of central training functions including a HROD team as well as education teams for Nursing, Social Work, Allied Health Professionals and Medicine. Each of these teams report to the relevant Director.

5. Is the expectation that budget will be made available for training 2024/25, if yes what value?

The current expectation is that the 2024/25 budget for all training in Belfast Trust will be £3.8m. Please note this is the budget for all clinical, professional, leadership, IT, safeguarding, mandatory training etc.