



# NDS Staff Training Fund

NDS recognise staff able to undertake training and fulfil their potential are acknowledged as a happier and more productive team members.

We recognise that while the training provision provided by the University is comprehensive, it does not always meet specific requirements or specialist needs and as such, staff may need to seek training outside of the University, which can be costly.

To facilitate this, we pledge to support a greater level of external training for staff in order to develop their skills and be of greater benefit to the department as a whole.

## Who can apply:

Any employed staff and students of NDS in any role can apply to this fund. There is the expectation that staff remain employed by NDS for 6 months after the training has finished, except when on a fixed-term contract. NDS encourages staff nearing the end of their fixed-term contract to make use of the fund to allow them to re-enter the job market equipped with the confidence and skillset they need to succeed.

## What we will fund:

NDS will cover – partially or in full – funding to undertake training from an external (to the University of Oxford, POD or IT Services) course provider or travel and accommodation costs for skills development of researchers in other labs. The only requirements are:

- The training is relevant to your current role (unless you have less than a year remaining on your current fixed-term contract) or to a documented planned objective set in your PDR objective setting exercise
- You have the written support of your line manager

## Some examples of courses that can be covered by the fund include:

- Courses to develop specific skills needed in the completion of a DPhil (as long as this does not contribute to the cost of the overall degree)
- A Postgraduate Certificate in Clinical Trials
- Computing courses
- Project Management Courses
- Courses on specialised areas within clinical trials
- Strategic Planning and Foresight: Learning from and Managing for the Future
- Apprenticeship courses (either for re-training or progression), including [Healthcare Assistant](#) courses or [Team Lead/Supervisor courses](#)

## What we would not usually fund:

- Conference attendance
- Professional memberships
- Publications or subscriptions
- Travel/subsistence/accommodation incurred during training (except for researchers visiting other labs for skills development)
- Follow-up or additional modules/sessions without a second application

- Exams or courses for students that are part of their degree

Budget:

Typical applications will receive up to £1000 of departmental funding. Where courses exceed this amount, the department will consider an application, but may place additional conditions on the application's success.

**Deadline and decisions:**

**Submissions are accepted throughout the year, please send you paperwork to [joke.snoeck@nds.ox.ac.uk](mailto:joke.snoeck@nds.ox.ac.uk). Review of the application by the panel will happen by email, and you should get the outcome within 3 weeks of submission of the application.**