

LCC Continuing Professional Development Funding Guidelines for Applicants

The LCC CPD panel meet monthly to consider applications to fund staff development activities for all LCC staff, to support colleagues' commitment to their professional role, personal effectiveness and aspirations that have been identified as part of the PRA and/or mid-year review.

Eligibility

Staff

- All members of staff at London College of Communication. (Full time, part time, associate lecturers from all job families). Typically, Associate Lecturers that have been contracted for 150 hours or more in the previous academic year will be consider for CPD funding.
- Individual or group applications.

CPD Activity

- CPD activities that relate directly to the applicant's existing job role, exceptionally, applications may be considered where they relate to career progression and are fully supported by the line manager.
- Projects supported by your line manager/ Programme Director/ Head of Service.
- UAL Training courses
- Conference fees¹ (UK and International)
- Training days/workshops
- Short courses (e.g. Software training; upskilling; courses relevant to job responsibilities)

What does the funding offer/support?

The maximum award an applicant can receive during the year is £1000 for CPD activities and for one CPD activity. If funding is limited, priority will be given to applicants who are applying for the first time. All applications submitted will be subject to very careful scrutiny in terms of value for money. The Working Group will consider applications according to their relevance to College objectives and priorities. In some situations, the panel may decide to partially fund an activity.

¹ If you will be participating in any conference (i.e. delivering a paper) rather than simply attending, please apply for LCC Research Funding instead via the Research Office (research@lcc.arts.ac.uk). This applies both for papers that will be peer-reviewed and published in an academic context, and for situations where a published paper will not necessarily result, but where there is a strong research case for your participation.

Applications that are considered to benefit the research or international department as well as staff development, if approved, may be funded by both areas.

What will not be funded?

- Course fees or costs for studying towards qualifications (e.g. MA/PhD); please apply via the Further Qualifications.
- Activities that do not represent value for money and where the development can be achieved in an alternative way.
- Any expenses incurred that are above the agreed amount awarded, will not be re-imbursed
- Subscription and membership fees (publications and professional institutions).
- Retrospective Funding: funding will not be given for expenditure that has already occurred.
- Funding for applications which start in the next academic year.
- Please note that while travel, accommodation and course / conference costs are covered, **we do not fund subsistence**.
- Attendance at staff development events will be by negotiation and line management agreement with cover arrangements put in place. The fund cannot pay for staff cover costs.

How to apply?

1. Forms can be downloaded from Canvas or requested via staffdevelopment@lcc.arts.ac.uk
2. Complete all sections of the form in as much detail as possible
3. Discuss your application with your line manager (and Programme Director, Head of Service where applicable), and obtain their statement of support and signature.
4. You must provide detailed costings and VAT information. Applications submitted and approved will not be able to add VAT later. Unaccounted for overspending may incur a charge back.
5. If you believe, you have found a more cost effective provider for your travel or accommodation than key travel, then please provide details on your application and attach the evidence.
6. Send the completed form to LCC Staff Development via email staffdevelopment@lcc.arts.ac.uk
7. **Submissions must be received at least 2 weeks before the CPD activity and in time for the monthly review meeting (third Monday of every month).**

8. The decision for your application will be sent to you via email.

How do I pay for my application if approved?

Purchase Orders: To raise an order for goods or services, please do one of the following:

1. If you have received ABW finance training to enable you to make requisitions, please log onto ABW as trained, and using your quick guides (issued at the training), place the requisition onto the system using your personal development budget code
2. Contact finance@lcc.arts.ac.uk and the finance team will place the requisition on your behalf using the budget code provided to you.

For any further information and/or guidance on financial processes and procedures, please contact LCC Finance.

Expenses: Expenses must be approved by the Staff Development Coordinator, please send a copy of the receipts before submitting a claim via ABW.

Please note that UAL regulations specify that expenses should be claimed within 4 months of the expenditure being incurred.

Travel & Accommodation: can be arranged via Key Travel Ltd on 0845 122 0106 and made by:

1. In line with the climate emergency statement and commitment made by UAL to reduce the environmental impact of our activities, any Staff Development request should firstly consider whether travel is absolutely essential (there may be online/virtual forms of the staff development activity available), and where travel is necessary, that the carbon footprint of that travel is minimised. Particularly for travel in the UK and Europe, please use alternatives to flying where possible and practicable.
2. If you have received ABW finance training to enable you to make requisitions, please log onto ABW as trained, and using your quick guides (issued at the training), place the requisition onto the system using the appropriate staff development budget code (please contact Gifty Tingle for the correct code). Key Travel are shown in the system as Key Feed T/A Key Travel and their supplier number is: 11000529.
3. If you have not received requisitioner training, please contact the finance team by email at finance@lcc.arts.ac.uk