**Request to amend Mandatory or Role Specific Training Profile v3**

The following template **must be completed by the line manager** and returned to the Learning and Development Dept.

LearningandDevelopmentDepartment@liverpoolft.nhs.uk

**What is the template for?**

* To request removal of Mandatory and/or Role Specific training competencies on your ESR profile that are not relevant to your role: OR
* To request competencies are added to your ESR profile, that are required for your role.

Before we can remove any modules from profiles, we will consult with the relevant subject matter expert before confirming the outcome with you. Once a decision has been made, you will be contacted by email to inform you of the outcome.

**Section 1: For completion by the Line Manager**

This request is to **ADD / REMOVE** competencies (please delete as appropriately)

|  |  |  |  |
| --- | --- | --- | --- |
| Staff Name | Role | Title of Training Module / Competency | Reason for requesting removal (rationale for not requiring this training) |
|  |  |  |  |
|  |  |  |  |
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| --- |
| Any other comments from member of staff / line manager regarding the request |

Line Managers Name ………………………….. Line Managers Signature………………………. Division/Directorate …………………………

Ward/Dept. ……………………………………... Date …………..…………………………………..

**Section 2: For completion by the Head of Clinical Education**

Has the request been approved? Yes/No

|  |
| --- |
| Justification for the above decision: |

Name of Approver………………………………………………………… Date:……………………………………………………………..

**Section 3: For completion by Learning and Development Admin**

Date competency removed / added……………………………………..

Removed / added by (name of L&D admin team member who completed task…………………………………………

Learning & Development Team send outcome to requestor (refusal to remove only): (please tick once contacted)