Xxxx YOUR PCN ADDRESS XXX

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XX April 2024

**2024/2025 Network Contract DES Contract specification: Training Funding**

Dear Clinical Director

We are writing to you to formally request funding under the [2024/2025 PCN DES Contract Specification](https://www.england.nhs.uk/wp-content/uploads/2024/03/PRN01035-ii-pcn-des-contract-specification-2024-25-pcn-requirements-and-entitlements-April-2024-version-2.pdf)

as we have identified several leadership and management training requirements within our practice. This funding
will not only enable us to support our employees continued professional development, but it will also in time enhance managerial proficiency, cultivate stronger leadership skills, and foster a culture of continuous improvement within our practice. We all recognise the importance of equipping our team with the necessary skills and strategies to navigate the complexities of their roles effectively, and this can only be achieved through effective training. We are confident that we have identified an appropriate training provider in these areas through Dispex.

Dispex is a premier [training provider](https://dispex.net/dispex-training-options-9/), dedicated to delivering top-quality training options customised for dispensing practices. They offer live lunchtime tutorials and a wealth of online, learner-led modules designed to enhance dispensing and prescribing knowledge and skills. We are particularly interested in the online 7 course package below.

**Online Learner-led Package:**

* Organising and Delegating
* Understanding Leadership
* PAs & VAT Management
* Induction of New Staff
* Leading and Motivating a Team
* A Comprehensive Guide to Controlled Drugs Management
* Performance Management

### This package is available for only £363 inc vat per Dispex member learner or £528inc vatper non-member**.** As members of Dispex, we are delighted to inform you that you can take advantage of the discounted rates. xx delete if non-members xx. If you need to view details of the courses, please visit <https://dispexeducation.theskillsnetwork.com/>. Alternatively, you can email training@dispex.net

Dispex has informed us of their collaboration with several other PCNs. Once funding has been confirmed they normally invoice the PCN directly. Alternatively, they can invoice our practice, and we will then seek reimbursement from yourselves. We would like to claim for xx two adjust quantity xx members of staff to enrol on the above mentioned 7 course package.

I trust that you can address my request directly. If not, I would be grateful if you could please forward my letter to the appropriate person.

Yours sincerely

XXX SIGNATURE XXX

xxx YOUR ADDRESS & LOGO xxxxx