



## Post Entry Training Policy and Staff Learning Agreement

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## **1.0 Principles of the Scheme**

This scheme applies to all permanent employees of the Council regardless of the negotiating body governing the employee, except for school based staff in LMS arrangements and staff undertaking a Social Care Degree within the Integrated Adult Services Directorate.

As much effort as possible will be made to accommodate employees under the Post Entry Training Scheme, but obviously this will be subject to the needs of the service and as resources allow.

The types of courses which this scheme covers are courses which require either a financial or time commitment from the Authority on an on-going basis. It does not include one off training courses which are booked on an ad hoc basis.

The Staff Learning Agreement scheme is managed centrally by the Human Resources Department.

This scheme is a local agreement that supersedes the national agreement.

### **1.1 Study Attendance**

- a) Attendance at College or other place of study  
  
or
- b) Half day every 2 weeks to support distance learning/correspondence courses, ensuring that this does not exceed the number of days allowed for an equivalent college based course. This time should be taken at Council premises or at a place approved by the employee's manager.

### **1.2 Study leave in preparation for examination or assessment**

- a) For staff attending courses where assessment is by examination, the entitlement will be 1-day leave for each examination, up to a maximum of 5 days per academic year.
- b) For courses where assessment is by another method e.g. theses, dissertations, viva's etc. staff will be entitled to a maximum of 2 days study leave per academic year.
- c) For staff completing distance learning or correspondence courses the entitlement will be up to a maximum of 4 days per academic year.

This should be agreed with your line manager.

NB. Study leave will not be granted for re-sitting examinations or second attempts at dissertations etc.

### **1.3 Examination Attendance**

The period of the examination together with reasonable travelling time.

## **1.4 Awards Ceremonies**

The time required for the ceremony, including reasonable travelling time, up to a maximum of one day and should be agreed with your line manager.

## **1.5 Travelling Allowance**

Travel will be reimbursed by the cheapest practical method. The Council will only reimburse travel costs in excess of those normally incurred in travelling to work.

- a) Second class return rail or bus fare (a ticket or receipt should be obtained), or
- b) Mileage expenses in accordance with the Councils Travel and Subsistence policy together with parking fees, tolls, etc. that are actually incurred.

## **1.6 Fees**

The following fees associated with approved post entry training courses will be paid.

- a) Enrolment fees
- b) Registration fees
- c) Examination entry fees - for first attempts only. A further attempt will be paid for only when the examination is successfully passed.
- d) Exemption fees where exemptions are actually gained.
- e) Other joining fees associated with the approved Post Entry Training Course.

## **1.7 Provision of books, equipment and typing**

- a) Reimbursement for books (that are set as essential reading), equipment and typing will not exceed the maximum allowance of £70 per annum. All claims must be supported by receipts.

**NB.** Before purchasing books employees should check that the books are not available from within the directorate. All books and equipment will be passed in good order to the employing department at the end of the training course.

- b) Where typed submissions are an essential feature of the course departmental resources may be used if available. However, staff should complete this work in their own time. Where this is not available, approval will be given to use external resources, reimbursement subject to a) above.
- c) Consumables such as paper, ring binders, calculator, batteries, laminators etc., are items for which reimbursement cannot be claimed.

## **1.8 Subsistence**

Subsistence will not be paid in respect of Post Entry Training Courses. Where an overnight stay is required only the cost of the accommodation will be reimbursed.

## **1.9 General**

- a. Claims should be made on the appropriate form which can be found on the Intranet and submitted to the administration section in your directorate.
- b. All claims must be accompanied by original receipts (photocopies are acceptable for mileage claims).
- c. Claims are subject to a minimum claim of £20.00 (except for a final claim). Claims for travelling cannot be submitted more frequently than termly.
- d. Claims will not be processed until the employee has approval to participate in the Post Entry Training Course and signed a Learning Agreement.
- e. In consideration of the leave of absence/financial assistance given by the Council, employees should serve the Council for a period of 24 calendar months from the date on which the qualification is obtained, always provided that there is a post available. If the individual leaves the Council voluntarily before this period is complete, they will have to repay some or all of the monies paid to them.

Within 12 Months	100%
Within 12-24 Months	50 %

### **How will this be paid?**

After notice given, this will be discussed with the line manager. It may be possible to arrange payment by instalment. Any repayment may be deducted from salary or final salary or recovered before last day of service.

If you have any queries on the any of the points in this document please contact Human Resources.

## **2.0 Procedure**

- 2.1 Staff wishing to attend a Training Course should complete a Staff Learning Agreement, available from Human Resources and on the Intranet.
- 2.2 When completed this form should be passed to the employees manager for authorisation. It is vital that both the holders of the expenses budget and the training budget sign the form.
- 2.3 The staff learning agreement form should then be passed to Human Resources for their records.
- 2.4 If the employee does not wish to sign this agreement then neither leave of absence nor financial support will be provided.
- 2.5 To claim expenses as detailed in this police please refer to the expenses policy.

If you have any queries relating to Post Entry Training and Staff Learning Agreement, please contact Human Resources.

## APPLICATION FORM FOR POST ENTRY TRAINING COURSE

Flowchart	Responsibility	Additional Information
All employees wishing to attend a Post Entry Training Course <b>must</b> complete a staff learning agreement form with authorisation from Manager. Employee to sign agreement.	Employee and Manager	Post Entry Training policy and staff learning agreement can be found in the Intranet site or from Human Resource department.
Staff Learning Agreement to be sent to Human Resources	Employee	Note – all information <b>must</b> be completed or application cannot be processed.
Copy of signed staff learning agreement will be put on their HR file.	Human Resource, Employee and Manager	Employee and Managers should read policy.

### Note for Employee and Manager

Please note that the Employee must adhere to the terms and conditions of the agreement or they may be required to pay part or whole of the fees paid for by the Authority.

## Staff Learning Agreement Form for Training Course

Name : \_\_\_\_\_

Address : \_\_\_\_\_

Designation : \_\_\_\_\_ Ext. No. : \_\_\_\_\_

Department : \_\_\_\_\_

Directorate : \_\_\_\_\_

Name of Course : \_\_\_\_\_

Length of Course : \_\_\_\_\_ Module/Year : \_\_\_\_\_

Name of academic institution to be attended if any : \_\_\_\_\_

Level of support requested : (please tick)

Financial only : \_\_\_\_\_ Full Day Release : \_\_\_\_\_ Part Day Release : \_\_\_\_\_

Other (please specify) : \_\_\_\_\_

Day(s) of attendance : \_\_\_\_\_

Times of Attendance : \_\_\_\_\_

### To be completed by the Employee:

I agree to attend the training as set out in the training plan and I agree that should I decide to leave the organisation within 2 years of completing the training, I will pay any monies due in respect of the policy.

**Signature of the Employee**

**Date:**

### To be completed by the Line Manager:

I agree that the above named employee can attend the specified Training Course at the level of support requested. There is sufficient money in the budget available to support the employee on this course.

Please state the benefits to the Authority of the individual attending the course:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Line Manager: \_\_\_\_\_ Date : \_\_\_\_\_

Signature of Head of Department: \_\_\_\_\_

Expenses Budget Financial Code \_\_\_\_\_