

VOCATIONAL COURSE APPLICATION FORM**LD2**

(For Job Specific training please complete form LD1)

1. PERSONAL DETAILS

Name:

Post:

Department/Section:

2. COURSE DETAILS

Title of course:

Start date

Length of course - weeks/years:

College/University & Location:

Attendance requirements (day release, evenings etc. please state hours):

Has this training been identified as a requirement at your Performance Review? YES/NO

Please state the date of your last Performance Review _____

3. REASON FOR STUDY

Please provide information as to the relevance of this course to your current role at the Council (please attach course details):

4. DETAILS OF SUPPORT REQUIRED

Support	Year One	Year Two	Subsequent Year
Course Fees	£	£	£
Registration	£	£	£
Examinations	£	£	£
Books/Publications	£	£	£
Other	£	£	£
Additional T&S	£	£	£
Total	£	£	£

Time off requirements from normal duties to attend the course:

Learning Agreement

I acknowledge and understand the conditions of assistance as outlined on the reverse of this form regarding repayment of fees and agree to abide by these conditions:

Applicants signature:**Date:****5. MANAGER'S COMMENTS**

Please provide comments in support of this application taking into account; relevance to current role, time off requirements, benefits to the Authority, value for money.

Line Manager's signature:

Date:

Head of Service Authorisation:**Date:**

HR Managers authorisation

Date:

6. OFFICE USE ONLY

Course Supported _____

Not Supported _____

LD2

LEARNING AND DEVELOPMENT POLICY

Professional Courses

5.4 In some instances, it may be appropriate for an employee as part of their job to undertake a formal qualification which is essential to their profession and role within the Council.

Before agreeing to a request for any professional learning and development the line manager must have a clear idea of the commitment required from the employee in relation to term dates, day and block release commitments, course workload and the examination schedule. The manager must have a discussion with the employee to confirm that the employee has the aptitude and capacity to undertake the course and that the section can provide adequate cover when the employee is absent. The manager must also ensure that the employee understands their obligation regarding the Repayment of Fees and Expenses as detailed in Section 7.3.

Support will not be given for qualification(s) of marginal value to the Council.

Conditions of Assistance

7.3. If an employee leaves the Council within 2 years of completing their professional training qualification and they take up a new post, they will be required to repay the courses fees and any related expenses – pro rata based on the amount of time passed since course completion. The exceptions are if the employee is dismissed due to redundancy or ill health and all Apprenticeship Levy funded training.

Repayment is also required if an employee fails to show satisfactory progress and fails an examination or fails to attend an examination or leaves the course.

The Head of Service, following discussions with the HR Manager, may approve payment for the re-sitting of examinations where the failure or unsatisfactory progress has been due to exceptional circumstances and the employee has otherwise been making satisfactory progress.

The Council will reclaim 100% of any assistance given where the employee leaves during the course

Repayments will exclude the salary paid in respect of the time spent studying.

Recovery of the costs will be made through a payment plan agreed with the employee.

The employee will be required to sign a Learning Agreement form LD2 agreeing to these conditions before course expenditure is approved.

Revision and Examination Leave

8.2 Paid examination leave will be granted to enable employees to sit examinations or tests as part of their approved course of study.

In addition, paid leave will be granted to enable the employee time to prepare for the examination or test. The time granted will be double the duration of the examination or test and should normally be taken within the period of two weeks prior to the examination or test. Equivalent time may also be granted to employees taking courses which depend on continuous assessment as opposed to examination as per the Leave Policy.

OFFICE USE ONLY

Fee Authorisation Letter

Employee Support letter

Passed for payment on:

Vocational Database

CHRIS21

Budget

