

Post Entry Training ~~Scheme~~Policy

1 Post Entry Training (PET) ~~Scheme~~Policy

~~In order to achieve a high-performing, motivated and capable staff team, Surrey Heath Borough Council actively supports and encourages learning, development and career progression of its staff. As part of the Staff Learning and Development Strategy, Surrey Heath Borough Council acknowledges the need to develop a framework for training and career development to meet Council objectives.~~

~~In order to fulfil this aim, the Council has identified the need for that staff may request to undertake 'Post Entry Training' in the form of professional/technical qualifications or examinations, or the completion of National Vocational Qualifications.~~

~~Initial applications for the Post Entry Training scheme will be requested by 30 June each year. If there are funds remaining in the Post Entry Training budget following the initial application deadline ad hoc applications will be accepted throughout the year. The Post Entry Training scheme runs annually from September to August.~~

~~In most cases approval will be granted for the whole duration for the course of study for the qualification. Any member of staff who attends a PET course for more than one year will be required to resubmit their application annually. All continuous study will be bound by paragraph 5 of the Post Entry Training Scheme.~~

~~If a qualification is staged over a number of years, approval may be granted on a staged basis, with the employee being required to resubmit an application for each stage of the qualification. In this instance, paragraph 5 of this policy will apply separately to each stage funded by the Council. E.g. the foundation level of a longer course, or a modular qualification that takes place over an extended number of years.~~

~~Qualifications that have a total cost of less than £500 will not be treated as post-entry training under the remit of this policy (unless a staged qualification where the combined cost of the different planned stages would be above £500).~~

2 Applications Procedure

~~Applications for post entry training may be made by any member of staff, subject to the approval of the relevant member Strategic Director/Head of Service (or the Chief Executive if the application is from a Strategic Director/Head of Service). If an application is submitted by the Chief Executive this would be approved or rejected by the Head of HR,~~

Performance and Communication in consultation with the Leader. ~~However the Council would normally expect employees at Grades 7 and above to have obtained the major part of their professional/technical qualifications and therefore, would not generally support day or block release for these staff.~~ Assistance with study is not automatically granted, and each application will be individually assessed to ensure there is a substantial benefit to both the Council and individual.

The following considerations will be taken into account when assessing applications:

- A business case based on the benefit to the Council and relevance to the individual's role
- Perceived capability and capacity of the individual making the application to successfully complete the qualification
- Impact on the capacity within the team – this could include consideration of whether day/block release for the qualification is granted or whether the qualification will be completed solely within the employee's own time
- Whether the qualification request could be achieved via an apprenticeship route

Applications would not normally be approved while an employee is still in their probationary period. An exception to this is where a role has specifically been recruited to as a 'career grade' or trainee role which includes sponsorship for a qualification.

Applications will not normally be granted for employees on fixed-term contracts unless the qualification meets a specific and urgent business requirement of the Council.

This post entry policy, and specifically Section 5, will also apply where the Head of HR, Performance and Communication agrees, for new starters, to reimburse monies owed to previous employers under similar post entry policies. In these instances the repayment periods set out in the table in Section 5 will commence from the start date of the employee at Surrey Heath Borough Council, and will cover the amount paid by Surrey Heath to the previous employer.

All applications must be made on the Post Entry Training Application Form and signed by the relevant Strategic Director/Head of Service. ~~The completed application form should be submitted to the Organisational Development Team, and will be approved or rejected at a Corporate Management Team meeting. The completed application form must be submitted to the Head of HR by the Post Entry Scheme closing date. The member of staff will be notified by the Head of HR if their application has been approved or rejected.~~

3 Enrolment

Once the employee has received notification that their application has been approved, it is the employees' responsibility to ensure they have enrolled before application deadline with the education provider.

4 Financial Assistance

For employees' who have had their applications approved, the Council will:

- (i) pay full salary, and;
- (ii) reimburse all prescribed course fees and other approved educational expenses arising from the attendance at the course and;
- (iii) reimburse the cost of approved additional expenditure (excluding meals) incurred by the employee on traveling and subsistence ~~provided that they do not exceed the limit of the employee's normal entitlement according to their terms and conditions.~~

~~Expenses will only be reimbursed in full on completion of a Post Entry Training expense claim form, all receipts must be attached.~~

5 Conditions of Grant

That, where an employee without good reason, fails to sit for a qualification within a reasonable period or fails to show satisfactory progress, facilities for learning and development may be withdrawn. In the event that facilities for learning and development are withdrawn, at the discretion of the Head of HR, Performance, and Communications ~~and HR~~, in consultation with the relevant ~~Executive Head Strategic Director / Head of Service~~ the employee shall be required to repay up to 100% of the financial assistance granted to them. Notice of the withdrawal and the required repayment will be given by the Head of HR Performance & Communications ~~and HR~~ ~~Head of HR~~ and, repayment will be required to be made forthwith.

The continuance of facilities, for a second attempt for a qualification, shall be granted only if the Head of HR, Performance & Communications ~~and HR~~ is satisfied that the employee merits assistance to enable them to sit the examination.

If an employees contract of employment is terminated through no fault of their own, for example redundancy, they will not need to repay any of the funding provided for their training. In all other circumstances an employee will be required to repay the funding as follows if they leave the service of the Council:

Where an employee voluntarily leaves the service of the Council, other than for reasons of redundancy, they will be required to repay the following. In all other instances of an employee leaving the service of the Council this will be subject to review by the Head of HR, Performance and Communications:

Up to 12 months after completion of the whole course	100% of the total course fees, material and all other expenses incurred as a result of attending the course
From 12 months up to 18 months after completion of the whole course	75% of the total course fees, material and all other expenses incurred as a result of attending the course
From 18 months up to 24 months after completion of the whole course	50% of the total course fees, material and all other expenses incurred as a result of attending the course

Where an employee voluntarily leaves the service of the Council, other than for reasons of redundancy, part way through their course they will be required to repay the following. In all other instances of an employee leaving the service of the Council this will be subject to review by the Head of HR, Performance and Communications:

Under and up to 12 months of attending the course	100% of the total course fees, material and all other expenses incurred as a result attending the course
From 12 months up to 18 months after attending the course	75% of the total course fees, material and all other expenses incurred as a result attending the course
From 18 months up to 24 months after attending the course	50% of the total course fees, material and all other expenses incurred as a result attending the course

Employees will be entitled to take a maximum of one days' study leave per examination, dissertation/coursework if there is not an exam- and the time to sit the exam. Any use of work time for study towards the qualification (e.g. day release to attend a formal part of the course) will

| be agreed as part of the initial application, but the expectation is that most study will take place in the employee's own time.