

HASSENBROOK SCHOOL Specialist Technology College



POST ENTRY LEARNING POLICY

INTRODUCTION

Although not a frequent occurrence, there will be occasions when staff in your school will request permission to attend either a course of study leading to a recognised qualification or a one-off course that is relatively expensive.

When such an application arises the school management and Governing Body will want to be assured that there is already a framework in place within which to consider such a request. Personnel and Development have therefore prepared the attached guidance that it is recommended your Governing Body adopts and makes available to staff within the School.

It may be that a member of staff applies for support to attend a training/development activity and you do not feel able to provide financial assistance but would wish to agree to leave of absence with or without pay. The level of assistance that you feel able to agree to, if any, will depend on a number of factors relating to the benefits to the individual and school, cost, cover arrangements and whether other members of staff have the same qualification/ previously attended similar events.

When a decision has been reached regarding the level of support to be given, it should be indicated in Part 3 of The Individual Learning Agreement. If the decision is that support can not be given on this occasion the employee should be advised of the reasons and confirmed in writing if appropriate.

Also included in this advice is a suggested form for individuals to complete which will provide information for those making a decision about release and financial assistance. This form will ask for line managers comments/support as well as details of other staff within the school who hold the same qualification. Not only will this information enable an informed decision but will make it quite clear to those who are granted financial assistance that under certain circumstances all or part of the monies can be required to be repaid to the school.

The guidance to staff does not include the school's policy on leave of absence related to time off for examinations/study purposes as this should be incorporated in your leave of absence policy document.

POST-ENTRY LEARNING GUIDANCE FOR STAFF

1. Introduction

Hassenbrook School supports the provision of Post Entry Learning for its employees and encourages them to undertake approved courses of study and training where it is in the interests of the School.

The level of support that can be offered to individuals will be dependent on a number of factors such as:

- Benefits to the school
- Benefits to the individual
- Cost of attendance including any cover arrangements
- Availability of cover
- Other staff within the school who have similar qualifications/attended similar courses
- Previous support for personal development
- Recommendation of line manager

It may also be that after due consideration the Governing Body/Headteacher is unable to offer any level of support on a particular occasion.

2. Equality of Access

Part-time employees will be afforded equality of access to training and development opportunities and provisions. Consideration will be given to particular working arrangements and places of work involved together with any individual's circumstances outside of work. When on training courses outside their contracted daily hours, part-time employees shall be paid on the same basis as full time employees.

All considerations of learning & development need to take into account:

- ❖ Equality of access
- ❖ Equality of opportunity
- ❖ The analysis of needs
- ❖ Flexible delivery
- ❖ Nationally recognised qualifications
- ❖ Equitable sharing of available resources
- ❖ Operational priorities
- ❖ Continuing employee development
- ❖ Lifetime learning

3 Travel Arrangements - Public Transport/Private Car Mileage

If an employee is authorised to claim for excess travel costs and uses public transport, only fares in excess of the daily cost of their home to work travel may be claimed.

If travel by train is necessary, second class rail fares will be paid.

If using a private car the normal rate of mileage can be claimed, with the deduction of home to work miles.

Cars should be shared whenever possible or practicable. The cost of any car parking fees over and above your normal daily expenses may be claimed.

4 Subsistence Allowances

Claims can only be for actual expenditure incurred up to the allowance adopted by the School Governing Body. All subsistence claims must be supported with receipts, whatever the expenditure. The current rates applicable should be confirmed with staff in the school office.

5 Textbook Allowances

Requirements will vary depending on the nature of the course. However, if the cost of reimbursement has been agreed, employees should seek prior agreement before each individual purchase. Should the employee leave the school within two years of completing the course of study, or leave during the course of study, the cost of the books will be included in the calculation for repayment of financial assistance.

6 Attendance at College

Normal procedures for reporting absence and sickness will apply on college days.

An employee on day/half day release, where the college course requires evening attendance in addition to the full/half day attendance, will not be paid for any additional hours to their normal working day.

Part-time employees

Where a college day (excluding evenings) exceeds the part-timers normal daily hours, time off in lieu (TOIL) or payment at plain time will be made for hours up to a maximum of the standard full time working day.

7 Leave of absence for Study/examination

Please see the separate school policy on leave of absence.

8 *Payment for resits*

It's usual practice to make a payment for resit fees. This will be reviewed should the employee again not be successful, following one attempt at resitting examinations.

9 Reclaiming of PEL Expenses

Every employee who embarks on a course of study for which financial assistance is given will complete an 'Individual Learning Agreement'. On completion of this the employee agrees to remain in service with the school for a 2-year period post qualification or to repay the financial assistance given.

10.1 Calculation of the Post-qualification Period

Most courses are divided up into either years of study or specific stages of qualification. A new 'individual learning agreement' will be completed for each identifiable stage of a qualification course.

Where an employee leaves the school within 2 years of having completed a course for which financial assistance was given, each stage of qualification covered by an 'individual learning agreement' will be taken separately when assessing the amount owed. The 2-year qualifying period(s) runs from the completion of each stage of qualification.

The School Governing Body has discretion over how much to reclaim, and will consider each case on its merits, giving consideration to how much the School has benefited from the employee's attendance on the study programme.

However, it is usual practice that, if an employee leaves within 2 years of attending the event, recoupment will be on a pro-rata basis, with the total sum reduced proportionately for each completed month of service since the event.

10.2 Redundancy and other leavers

PEL expenses will not be reclaimed in circumstances due to redundancy, ill-health retirement, disciplinary dismissals or where an employee decides not to return to work following a period of maternity leave.

10.3 Expenses to be reclaimed

Only the cost of the course and associated study materials will be recouped, not the cost of any related accommodation, travel or subsistence.

11 Other Training and Development, Seminars and Short Expensive Courses

In certain circumstances, it may be appropriate for the same guidelines to be applied to short specialist courses.

Where the cost of a programme is in excess of £1,000 the form 'Individual Learning Agreement' will be completed.

12 Application for Financial Assistance with Post Entry Learning

Application forms to seek approval for financial assistance with post entry learning are available from the School Office.

The candidate should complete Parts 1 and 3 of the form and pass it to their line manager for completion of Part 2. The completed form should then be passed to the Headteacher for consideration and determination.

**APPLICATION FOR FINANCIAL ASSISTANCE WITH
POST-ENTRY LEARNING**

PART ONE – to be completed by the candidate

A. Personal Details

Name
Job Title & Grade
Employment Commenced with Governing Body
Present Post Commenced

B. Qualification/Programme of Study Details

Title of Qualification/Programme of Study
Stage/Level
Provider/College
Proposed Date of Commencement
Method of Study <i>(eg part day release, day release, release, full-time study)</i>
If day release state day

C. Supporting Information

1. Vocational qualifications already received

Details	Date achieved	Funded by School Governing Body
1.	Yes/No
2.	Yes/No
3.	Yes/No
4.	Yes/No

2. Please advise how you consider the achievement of this qualification will benefit:

(a) You

(b) the School

PART TWO – to be completed by the Line Manager

Supporting Information

1. Please detail other staff within the school who hold this qualification:

1.
2.
3.
4.

2. Please provide any additional comments in support of this application

Signed Date

Name
(please print)

PART THREE – Individual Learning Agreement

I apply for support to undertake the qualification as detailed below:

Title of qualification/programme of study

Stage/level

Provider/College

Proposed date of commencement

Expected completion date

Method of study

a) Fees	
Course/study fees including registration and examination fees	£
Books/equipment	£
Travelling per year (please estimate)	£
Subsistence (please estimate)	£
Other	£

b) Release from the workplace as detailed above to undertake the study programme and sit relevant examinations as appropriate

I understand that if I were to:

- i) fail to sit for an examination or submit a piece/pieces of work for an assessment and/or
- ii) fail to show satisfactory progress in my course of study and/or
- iii) discontinue the course of study

without good reason, following a review the School Governing Body may withdraw financial assistance detailed in Section (a) above and withdraw the facility for release from the workplace as detailed in Section (b) above. I understand that also as a result of this review, I may be asked to repay all or part of the financial assistance received, as detailed in Section (a) above.

I understand the continuation of support under (a) and (b) above, whether for a second or succeeding stage of study or for a second attempt at an examination or assessment, will be granted only if I have passed the appropriate examination or assessment or have otherwise made satisfactory progress in my studies.

I understand that should I leave the employ of the School Governing Body before completing the whole or defined part of the qualification, I will be required to repay all or part of the financial assistance received as detailed at Section (a) above.

I understand that signing this individual learning agreement requires me to remain in the service of theSchool Governing Body for a period of 2 years from the date on which I complete the programme of study/obtain the qualification. I understand that if I do not comply with this requirement, I will be required to repay all or part of the financial assistance received, as detailed in Section (a) above.

Signed Date

Name
(please print)

Signed Date
On behalf of the school governing body

Name
(please print)

Approval given to financial support as detailed above for those items ticked below:

Fees

Textbooks

Leave of Absence

Travel costs

Subsistence costs

(please delete those that do not apply)