

Brook Learning Trust

Personal Professional Development Policy



Aim of this policy

Brook Learning Trust is committed to the development of its employees and to support those who wish to study for a professional or educational qualification relevant to the Trust's vision for education.

Type of training covered by this policy

This policy covers training requested by a staff member for their own personal development which has relevance to but is not a direct requirement of their current role. It does not cover training stipulated by the Principal in order for a member of staff to carry out their current role or a newly adopted responsibility.

Application criteria

For any course or programme of study to be eligible for support they must meet the following criteria:

- Lead to a recognised and certified qualification, membership of a professional body, achievement of an industry recognised qualification
- Be at a standard where there is reasonable expectation that the individual will achieve success
- Be deemed relevant to an individual's current / future position within the Trust
- Be relevant to an area identified for development in the academy or trust improvement plan

Application Process

Staff members are required to complete the application form prior to any funding being granted. The Principal has discretion to fund any proportion of course fees which they deem to be appropriate, within the confines of the available budget for training, and after giving due regard to fairness and equity in the treatment of applications. The Principal's decision is final and will be communicated to the applicant using the template letter attached to this policy.

Additional Support

Successful applicants will be granted additional leave for examinations, and these dates should be clearly signposted in the application. All other responsibilities for studying time, and costs associated with travel and accommodation will be borne by the applicant.

Reimbursement of Costs

This will apply should an individual leave the organisation during the course or within two years of completing the course, discontinue the course or fail to make satisfactory progress, or fail to sit exams on required dates or by an agreed time after that date. In this case they will be required to repay the academy's contribution towards costs as follows through salary deductions (during their notice period if appropriate):

- During the course or within one year of course completion – 100% of academy's contribution
- Between one and two years of course completion – 50% of academy's contribution

BLT Personal Professional Development Application Form

Applicant Name	
Course Title	
Course Provider	
Course Venue	
Start Date	
Completion Date	
Course Fees	
Impact statement	
Dates of absence due to examination	
Applicant's signature	
Principal's recommendation	
Value approved	
Principal's signature	

BLT Personal Professional Development Agreement

Dear (insert name of Member of Staff)

I am pleased to inform you that (insert Academy name) has agreed to provide financial assistance towards your personal professional development as follows:

Course:	
Start Date:	
Completion Date:	
Course Fees:	
Academy contribution:	

Please note that this offer does not extend to any travel, accommodation or study leave associated with completing this course. This offer is subject to the following repayment framework in the event that you leave the Trust's employment within two years of completing the course:

Milestone	Repayment %	Repayment £
Leaving date before completion	100%	(£XXXX)
Leaving date less than 1 year from completion	100%	(£XXXX)
Leaving date between 1 and 2 years from completion	50%	(£XXXX)
Leaving date two years or more from completion	0%	£0

Any amounts owing from the above will be deducted from your salary during your notice period.

If you are in agreement with the terms as set out above please sign the declaration below and return one copy of this letter to your Academy Based Finance Assistant. Upon receipt of this signed copy the course fees will be paid.

May I take this opportunity to wish you success in your (insert name of training course).

Yours sincerely

(insert name of Principal)

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Declaration:

I accept the above terms and agree to the above salary deduction being applied during my notice period, should I leave the employment of BLT before (insert relevant date)

Name:

Signed: Date:

POLICY REVIEW AND RATIFICATION

Policy reviewed bi-annually and ratified by the BLT Board in March

This review by HR February 2019

Summary of amendments to this iteration: Reference added: employee reimbursement of costs should course be discontinued / failure to sit exams if required.

Ratified by BLT Board March 2019

Next review February 2021