

## Statement of Terms & Conditions of Employment

### B4 TRAINING & DEVELOPMENT

#### 1. General

Trafalgar is fully committed to the development of all its employees. Employees will be aware of how their work as an individual contributes to the achievement of overall objectives. This will be done by frequent and effective management communication and periodical performance appraisals. They will be encouraged to undertake training which relates directly to their work and career in order to improve their job performance and the service provided by the Association.

#### 2. Vocational Training/Qualifications

Employees wishing to pursue part-time vocational courses directly relevant to their career development with the organisation will be given the opportunity to discuss with the Director any assistance which can be given.

- 2.1 At the Committee's discretion, and for appropriate courses (such as those leading to technical or professional qualifications), up to 100% financial assistance may be given with approved costs and fees. Such fees will be paid directly to the educational bodies / institutions.

Rules applicable to such funding are as follows:

2.1.1 The fees paid are to be regarded as a loan. The loan will be written off 12 months following the relevant course/examination. The organisation will have a right to require the employee to refund the full or a proportion of the cost of fees (as outlined in the undertaking appended to this policy) where the employee voluntarily leaves their employment within those 12 months, or where the employee or the training institution prematurely terminates their course or where the employee is dismissed summarily from their employment.

2.1.2 Withdrawal from a course will result in repayment of the fees paid on the basis of 2.1.1 above, unless:

- a. the employee, on presentation of written justification, has obtained the committee's agreement to withdrawal,
- b. the employee has had to withdraw due to long-term sickness, maternity leave or redundancy.

2.2 Leave of absence with pay will be granted to employees to enable them to sit examinations for courses approved by the Management Committee. Such leave with pay will include the previous half-day (where the examination itself lasts half a day) or the previous day (where the examination is over a full day).

**B4 (continued)**

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Requests by employees to take Annual Leave around the time of examinations will be given priority and considered sympathetically.

#### **4. Professional Membership Fees**

The Association will reimburse annual fees paid by employees for membership of professional institutions subject to the following criteria:

1. Membership must be directly relevant to the work of the organisation
2. Only one set of fees will be reimbursed where the employee is a member of more than one institution
3. Receipts for claims are to be submitted to and endorsed by the Management Committee.
4. Payment will be made net of tax.