

Northern  
House  
School



**NORTHERN HOUSE SCHOOL ACADEMY TRUST  
T/A  
NORTHERN HOUSE SCHOOL**

**Training Policy & Procedure**

**September 2014**

## **Introduction**

Northern House School Academy Trust is committed to the support of staff development for all staff. The key purpose is to facilitate personal and professional development enabling individuals and groups to achieve their full potential at work.

The Trust also recognises that, as an institution concerned with learning, it has a special responsibility to encourage and support learning for all members of staff.

The Trust's operational success is based largely on the contribution, commitment and achievements of individual members of its staff, working individually and in teams or groups.

The Trust wants to support staff in the performance of their designated roles and to help them to fulfil their potential during the course of their employment.

Training and development includes any activity, which contributes to the enhancement of their knowledge, skills, competence, and working practices. Staff development is thus a key contributor to the success of individuals and ultimately to the success of the Trust as a whole.

## **Equality**

There will be equality of access to staff training and development opportunities for all staff.

No member of staff will be treated less favourably than another.

Involvement in staff training and development will be determined only by personal merit, performance and by the application of appropriate criteria.

## **Identification of Staff Development Needs**

An assessment of the skills of individuals, when they are appointed to a new role, will lead naturally to the identification of their need for training and development, related to duties that they are to perform.

In addition, staff training and development needs may be identified in a variety of ways, e.g. by skills audit, by feedback and by staff performance appraisal.

It is our policy that staff have at least one annual performance review a year with their manager, at which time, training and development needs will be assessed and ways of meeting these will be identified, and an appropriate timescale agreed.

## **Individual responsibilities**

The Academy aims to create an environment where staff take shared responsibility for their own individual effectiveness, personal and career development.

All members of staff are required to participate in staff performance reviews, and to make all reasonable efforts to attend training and staff development as may be identified and agreed from time to time.

Staff are required to ensure they attend training that they have requested, being on time and appropriately prepared. If for any reason they are absent on a day they are due to attend training, they should ensure the provider is made aware, as well as the school in order to reduce the risk of being charged for such training.

## **Individual training expenses**

The Trust is fully committed to the career development of all employees and are therefore willing to meet the costs associated with necessary and identified personal study and training focused on the Trust's requirements.

Expenses incurred attending short term training courses, seminars, etc, during normal working hours, will be dealt with under relevant procedures.

The trust will fund any relevant subscriptions and annual fees during such training.

## **Study Leave and Professional Support**

The Academy will consider financial support for costs associated with training for proficiency at work and/or career development.

Members of staff who are interested in pursuing longer-term training opportunities in excess of one week will be required to complete an Application for Staff Training, which includes a repayment agreement clause should he/she leave within 1 year of completion of the training, or abandon the training without good reason.

When completing the Application the staff member must ensure all associated costs are included, included annual subscription, examination fees and any relevant cover, otherwise such costs will not be covered by the Academy.

Such requests are to be authorised by the CEO, Headteacher of Finance and Business Manager only, with financial support being provided by the relevant school.

Staff who have been accepted for a course must attend regularly and schedule their annual leave to avoid being away for any course or examination dates. The Academy reserves the right to ask course organisers for periodic reports on any member of staff's progress.

In the event of examination failure, the Academy will consider the individual's circumstances, with the Headteacher considering financial requests for re-examinations or additional course fees.

## **Pay back**

If a member of staff voluntarily leaves within a specific time scale the Academy has the discretion to request a repayment of course fees, exam, subscriptions or any other associated costs.

Such repayment will normally be taken from final salary payment (as a deduction) unless a repayment schedule or alternative repayment is agreed at the time of handing notice in and it is the Staff Members responsibility to request this.

In addition to this, any payment of subscriptions paid for on behalf of Members of Staff may be requested to be paid back upon departure.

The following information should be used when considering reimbursements:

Leave within 6 months of training completion:	100% Reimbursement
Leave between 6 to 9 months of training completion:	50% Reimbursement
Leave between 9 to 12 months of training completion:	25% Reimbursement
Leave after 12 months of training completion:	0% Reimbursement

If the Academy has paid for a subscription for a member of staff and that member of staff leaves whilst that subscription is active then the Academy has the discretion to request repayment of the subscription for the full amount. This should only be used if the subscription was completely separate to any training provision.

You may also be expected to pay back the costs associated with the course if you fail to complete the course. Such circumstances may include

- i) if you voluntarily leave during the course
- ii) If you do not complete the course
- iii) If you fail to meet the attendance requirement of the course
- iv) If you do not sit any relevant examination(s).

Also if a member of staff fails to attend part of a course, exam or seminar, without good reason, then the member of staff may be deducted, from their salary, part of the costs of that course.



### Training Application Form

Please complete the following details and return the form to Headteacher as far in advance as possible.

Name(s)

.....

Course Title .....

Provider .....

Course Code .....

Location .....

Date(s) of course .....

Reason for wishing to attend this course: .....

.....

Has the value of the course been discussed with your line manager?

.....

How and when will the knowledge and skills gained on the course be disseminated on return? (eg discussion with line manager; presentation, distributed notes etc)

.....

Have you received any other training in the past 2 years: Yes / No (please detail)

.....

#### Costs of Course

Course £ \_\_\_\_\_

Expenses (please detail) £ \_\_\_\_\_

Cover £ \_\_\_\_\_

Other (Please detail) £ \_\_\_\_\_

Total £ \_\_\_\_\_

Signed (Applicant(s)) \_\_\_\_\_ Date \_\_\_\_\_

Authorised (Yes / No) \_\_\_\_\_ Date \_\_\_\_\_

Reason if Not Approved

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The applicant must ensure that he/she attends the training/course booked, otherwise they may be subject to covering cost associated with the course for non-attendance (unless associated with sick, maternity, paternity or other such leave, unless it was reasonable for them to inform the office of the need to cancel the booking)



**Claim Form – Training**

**Training Expenses Claim Form**

Surname (Capitals)	First Name (Capitals)	Payroll Number
Date of Birth	School	School / Establishment / Department Northern House School
Details of Course		

Expenses	Details of Claim	Amount		VAT Amount	
		£	p	£	P
Fees					
Equipment					
Subsistence					
Travel					
Other					
Total Claim					

Employee Signature: ..... Date.....

Authorised signature: .....Name (print)..... Date.....