

Training Expense Policy

Version Number	1
Revision Date	20 April 2023
Department	Business Support and Transformation
Author	Organisational Development Manager
Reason for Policy Creation/Revision	New policy to facilitate the responsible administration of financial resources related to learning and development.
Data Protection	This policy complies with our Data Protection Policy and Procedures.
Equalities	This policy ensures that we have equal protection in place for employees.
Sustainability	N/A
Proof Read By	Head of HR and OD
Date Approved	27 April 2023
Approved By	SMT
Next Review Due	3 years after approval or should any legislation change.
Audience – Training and Awareness Approach	Communication on how to access and operational guidance.
Effective Date	30 May 2023
Internal References – Policies & Procedures (Located on The Hub)	<ul style="list-style-type: none"> • Learning Agreement
External References	SSSC Certification SVQ Certification

TRAINING EXPENSE POLICY

1. Policy Purpose

Hanover is committed to being an employer of choice and offering learning and development opportunities to all employees.

The purpose of this policy is to:

- 1.1 Enable the fair and transparent recovery of funds in the instance of an employee resigning shortly after attending learning events that are of significant cost to Hanover.
- 1.2 Ensure Hanover's training budget is used appropriately and effectively utilised in an inclusive manner.
- 1.3 Enable the reallocation of funds due back to current employees where appropriate.
- 1.4 Further a sense of accountability to the learning and development system across Hanover.
- 1.5 Foster a culture of respect towards learning and development opportunities.
- 1.6 Maximise employee's sense of involvement in training courses and learning opportunities.
- 1.7 Promote employee application of learning at work upon completing a training event.

2. Policy Scope

- 2.1 Hanover is committed to the supporting the development of employees and fostering a culture of learning and development.
- 2.2 This policy concerns all employees who are responsible for requesting the use of central training budget, and the employees that benefit from the central training budget allocation.
- 2.3 The learning request form ensures that on central training budget allocation decisions are considered, fairly allocated and that employee achievements are consistently logged.
- 2.4 The learning request form provides the opportunity for central administration to validate suppliers, monitor expenditure and formalise learning agreements between employees and Hanover.

3. Definitions

- 3.1 Training / Course / Qualification - An event requiring the attendance of a Hanover employee for the teaching of a skill, learned knowledge or the development of a behaviour.
- 3.2 Expense - The financial cost of a training event which includes the course fee, transportation charges, meals, accommodation, and any other related training costs that incurred during / before / after the training event.
- 3.3 Completed study – Finish the course of study or vocational qualification to the satisfaction of the examination board who recognises the award.
- 3.4 Due Back - The method and action of any agreed terms of training expense repayment.

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4. Responsibilities

Hanover

- 4.1 It is the responsibility of Organisational Development Manager to follow up on this policy and ensure that employees have signed a learning agreement before the training course start date and that it is held on their file.

Manager

- 4.2 It is the responsibility of the employee's manager to follow the training expense procedure, consider and determine that the requested training event is important to an employees development and that the requested training is in line with the needs of the organisation.

Employees

- 4.3 It is the responsibility of the employee to review the training event outcome, consider the demands of the course of learning, and their own ability to complete.
- 4.4 It is the responsibility of the employee to complete the training event and course requirements by planning and scheduling the investment of their personal time in order to achieve the qualification within the timescales of the training provider.
- 4.5 The employee is responsible for cooperating with training providers, attending sessions with assessors, internal verifiers, study supervisors or other appropriate people.
- 4.6 The employee is required to provide reasonable notice to their manager of the dates for any required exam attendance to allow for planning and minimise the impact on operations.
- 4.7 It is the responsibility of the employee to raise any issues or problems which may affect timely achievement of the training event
- 4.8 In the event that an employee voluntarily resigns from employment or is involuntarily dismissed for disciplinary or other reasons; it is the employees responsibility to to pay back the cost of attending the training events where the total cost of the training event is equal to or more than £250.

5. Learning Agreements

- 5.1 The 'learning agreement' sets out the terms which reflect this policy and promotes ongoing learning and development activity.
- 5.2 The maximum Hanover is prepared to pay in respect to any qualification application is £3,000 and any amount above is to be approved by a Director.
- 5.3 Hanover expects that the employee remains in employment before, during and after the completion of the training course as outlined in the repayment terms.

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5.4 The repayment terms outlined in this policy apply in all instances of training where Hanover incurs a total individual training cost of £250 or above.

6. Learning Support

6.1 Where the job requires a qualification, Hanover will allow up to 2 hours per week or one day per month in work time to study or gather evidence for the qualification. This allowance is dependent on service needs and is not an entitlement. Time to complete studies is to be agreed with your Manager in line with operational demand.

6.2 The employee is allowed time to be taken to attend exams.

6.3 For SVQ qualifications, a fully trained assessor from an SVQ provider who will provide direct guidance, support and assessment during the SVQ qualification.

6.4 Satisfactory completion of the training qualification is determined by the training provider.

7. Repayment Terms

7.1 The repayment terms in table 1 are outlined below:

If the period of service after completion of training is:	Total cost of training to be paid back to Hanover
Before course completion:	100%
0-6 Months:	100%
7-12 Months:	75%
13-18 Months:	50%
19-24 Months:	25%
After 24 Months:	0%

(Table 1 – Repayment Terms)

7.2 In the instance of externally funded training events; Hanover receives limited funding for current employees. In the event of an employee leaving, it is important that the reallocation of funds due back to current employees is enabled.

8. Completion of SSSC funded SVQs

8.1 Hanover facilitates support based on funding guidelines and timescales stipulated by Registration with the SSSC.

8.2 If you receive a conditional registration with the SSSC, you will be provided with funding for one opportunity to complete a SVQ at Level 2 or 3 within your registration period and you will be expected to achieve this within the VSDF (Voluntary Sector Development fund) funding timeline period. The time period detailed on this agreement is based on the local provider allowed timeline.

8.3 Professional Development Awards and Leadership and Management Qualifications are not funded by the Voluntary Sector Development Sector.

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9. Repeat Access to Third Party Funding

- 9.1 If the employee does not complete a course where funding has been provided from a third party and there is an absence of any extenuating circumstance; the employee is responsible for arranging any repeat access to funding.

10. Failure to Complete Qualification

- 10.1 If the employee fails to complete the qualification without any extenuating circumstance and remains in employment; it is agreed that a sum equal to the amount of the fees to be repaid will be deducted at the rate of: A) 10% of the amount to be repaid per month, or B) 10% of monthly salary or whichever is the lower amount until the total is repaid.

11. Reasonable Adjustments

- 11.1 Where an employee requires reasonable adjustments to assist study, these will be considered including agreeing the timescales for the achievement of the qualification. Where applicable, the agreed adjustments must be recorded on the Human Resources file e.g. an employee who may require assistance with writing.

12. Monitoring & Evaluation

- 12.1 The effectiveness of this policy will be reported via Senior Management Team reporting of Key Performance Indicators detailing training expenses recouped and the action taken where we have been unable to recoup.

13. Review

- 13.1 This policy will be reviewed every three years.