



Training Expense Procedure

1. Introduction

- 1.1 Hanover monitors its capability and compliance requirements to comply with regulators. This informs which employees are to be allocated funded learning opportunities.
- 1.2 Hanover also reviews service requirements and individual performance which can inform which employees are eligible for learning opportunities via the central training budget.
- 1.3 Hanover welcomes requests for training via the learning request form which helps head office support managers and employees formalise learning agreements for fair and transparent access to training opportunities.

Funded Training Opportunities

- 1.4 The successful allocation of funded training opportunities requires prompt and efficient communication between the organisational development team, the Manager and the Employee.

- 1.5 Key:

OD

Manager

Employee

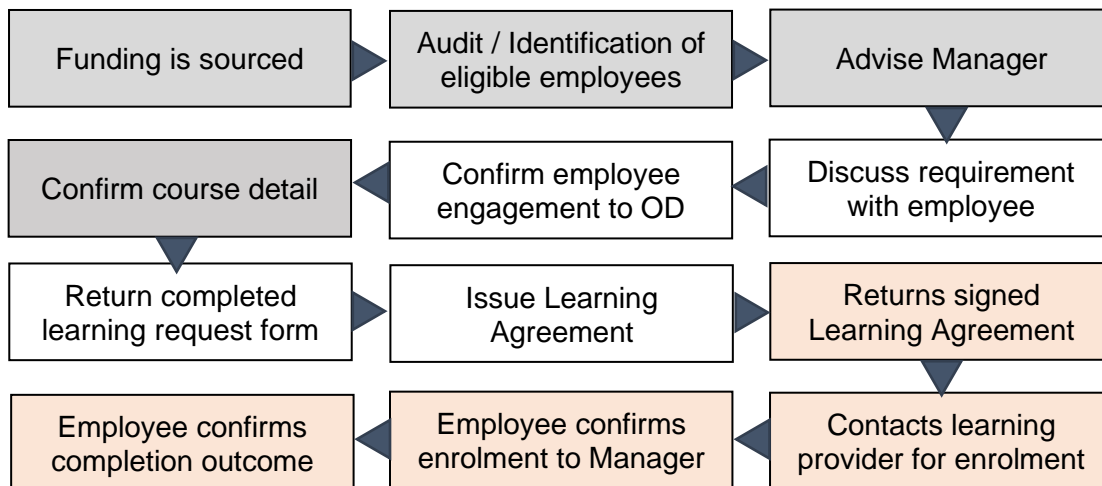


Table 1 (Above): Workflow for Funded Training Opportunities

- 1.6 List of actions, representative of table 1:

- 1.6.1 Funding is sourced by the Organisational Development (OD) team.
- 1.6.2 The OD team partners with Hanover's business units to identify eligible employees.
- 1.6.3 The OD team contacts Managers to advise of any need.
- 1.6.4 Manager to discuss the training opportunity with the employee, the demands of the training event and agree the employee's ability to complete.
- 1.6.5 Manager confirms to the OD team that the employee plans to undertake learning.
- 1.6.6 The OD team confirms the cost, start date, and course detail.
- 1.6.7 Manager completes learning request form and returns to learning@hanover.scot

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- 1.6.8 The OD team issues the Learning agreement to the employee, cc'ing the Manager.
- 1.6.9 Employee signs learning agreement and returns to learning@hanover.scot
- 1.6.10 Employee contacts college for enrolment.
- 1.6.11 Employee confirms enrolment with Manager.
- 1.6.12 Employee confirms outcome and returns copies of qualifications to learning@hanover.scot

- 1.7 The employee is responsible for receiving any qualifications including their certificate from the SSSC via post. Employees are to upload the certificate to the SSSC portal and email a copy to learning@hanover.scot all within 2 (two) weeks of receiving.

- 1.8 The Manager provides ongoing learning support with respect to arranging any facilities such as meeting rooms and remain available resolve any concerns of the employee.

2. Use of Central Training Budget

- 2.1 The successful allocation of ad-hoc training opportunities via the internal central training budget requires prompt and efficient communication between the organisational development team, the Manager and the Employee.

- 2.2 Key:

OD

Manager

Employee

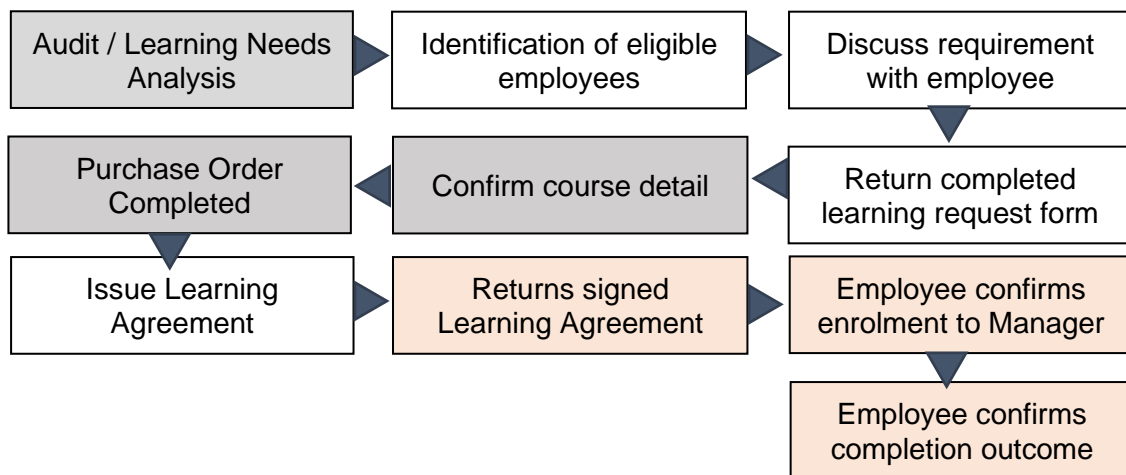


Table 2 (Above): Workflow for Use of Central Training Budget

- 2.3 List of actions, representative of table 2:

- 2.3.1 The OD team generate information and learning needs analysis of organisational, team and individual needs in support of the Manager.
- 2.3.2 The Manager identifies eligible employees through central learning needs analysis, regulatory body audits, internal performance standards
- 2.3.3 Manager to discuss the training opportunity with the employee, the demands of the training event and agree the employees ability to complete. .
- 2.3.4 Manager completes learning request form and returns to learning@hanover.scot
- 2.3.5 The OD team confirms the cost, start date, and course detail.
- 2.3.6 The OD team complete purchase order formalities.

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- 2.3.7 The OD team issues the Learning agreement to the employee, cc'ing the Manager.
- 2.3.8 Employee signs learning agreement and returns to learning@hanover.scot
- 2.3.9 Employee confirms enrolment with Manager.
- 2.3.10 Employee is responsible for informing their Manager of the training event outcome and supplying evidence of completion to the Organisational Development Team at learning@hanover.scot

- 2.4 The Manager provides ongoing learning support with respect to arranging any facilities such as meeting rooms and remain available resolve any concerns of the employee.

- 2.5 The employee is responsible for receiving their certificate from the SSSC via post, uploading to the SSSC portal and emailing a copy to learning@hanover.scot all within 2 (two) weeks of receiving.

3. Appendices

Appendix A – Learning Agreement

Department	Business Support and Transformation
Author	Organisational Development Manager
First Approved	27 April 2023
Approved By	SMT
Next Review Due	27 April 2026

Date: DD/MM/YYYY

RE: Learning Agreement – Person Name - Course Name - End Date

The total cost of the training event is: £X,XXX

This learning agreement exists between you and Hanover which confirms the agreed conditions of financial support that has been made available to you so that you can obtain the above listed qualification which is:

- above £250
- considered important to your professional development by your manager

By signing this document, you agree to have:

- reviewed the demands of the training course and your ability to complete it.
- agreed with your manager the appropriate time allocation required for study and assessment.
- read and understood the training acquisition policy and procedure and the associated repayment terms.

Repayment Terms:

It is agreed that if you voluntarily resign from employment or are involuntarily dismissed due to gross misconduct, then the repayment schedule (Table 1) is to apply in favour of Hanover.

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 schedule)

Failure to Complete Qualification:

If you fail to complete the qualification without any extenuating circumstance and remain in employment; it is agreed that a sum equal to the amount of the fees to be repaid will be

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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.

Repeat Access to Third Party Funding:

It is understood that if you do not complete a course where third party funding has been granted and there is an absence of any extenuating circumstance; you will bear financial responsibility for arranging any repeat access to funding.

Support

You are encouraged to ask any questions or pose any concerns to your manager or learning@hanover.scot before signing this agreement.

Statement of Confirmation:

I am signing below to confirm that I understand why this learning agreement exists, that I have read the associated learning expense policy and procedure and agree to the conditional repayment terms.

	Employee	Manager	OD Manager
Signature:			
Name:			
Date:			

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