

APPENDIX 2

Application for Post Entry Training

All funding for post entry training will be subject to a formal contract between the Council and the applicant. All applicants will be interviewed by the Line Manager to ensure that the commitment required is recognised and the reclaiming of funding criteria fully understood.

This application should be completed by the applicant and their line manager and then passed to the Service Head who should endorse it and forward it to the Human Resources Manager.

Name of Applicant	
Department	
Your Department Cost Code	
Name of Line Manager	
Name of Service Head	
Start date of the Course	
End date of Course	

Course Details:	
Title:	
Qualification	
No of CPD hours (if applicable)	
Awarding Body	
Type of course (College/distance learning etc)	
Course completion date	
Study leave requested (days/hours)	

Value of cost of any books or materials £.....

The purchase order will be raised in accordance with the requirements of the course, please detail all costs involved (mileage and accommodation costs must be paid from the departments own budget.)

	Year 1	Year 2	Year 3	
Actual Course Fees				
Estimated Mileage Claims				

Will accommodation be required YES/NO Estimated Cost: £.....

Full address and contact details of training provider

Application for Post Entry Training

Purpose and Rationale

To be completed by the Line Manager

1) What corporate priorities and/or Service Plans will this learning & development support?

2) How is it anticipated this will improve performance of the individual and/or department?

3) What process has been agreed to support the learning to ensure it is transferred into the workplace?

Application for Post Entry Training

Purpose and Rationale

To be completed by the Line Manager

- 4) Please clearly select one of the statements below which most closely reflects the application:
- a) This is **essential** to the person's role and is an expected part of their development.
 - b) The development will have clear and direct links to the role and result in a recognised qualification. It will significantly increase their professional performance and effectiveness.
 - c) This has little benefit to meeting corporate and/or service plans but will enhance the persons career development
 - d) This is for individual benefit only

Please justify your selection.

Authorisation

Line Manager: I confirm that to the best of my knowledge the information contained in this application is accurate and that I have fully explained the funding and recovery of funding policy to the applicant.

Signed.....Date:

Head of Service: I support this application and confirm that the need for the development meets the selected criteria and that the persons learning will be supported in the workplace through a formal personal development plan.

Signed..... Date:

HR Manager This application has been approved. In full/parts of the application – please detail.

SignedDate.....Confirmation letter sent.....

Applicant Contract: To be completed and submitted along with the application.

(The Line Manager must meet with the applicant to sign this contract)

Name:

Course Title

5.4 Recovery of Funding Essential and Non-Essential Training

The funding of learning & development has a significant impact on the Council budget, and the use of such public funds must be subject to strict monitoring and assessment. It is essential that the Council get value for money from their commitment to support qualification training. Therefore the Council will robustly pursue a policy to recover funding from applicants in the circumstances set out below;

Circumstance	Recovery %
The applicant fails, without good reason, to complete the course whether by choice or direction (for example being expelled from the course) and includes leaving employment with the council during the period of a course. This does not include deferring completion, providing the course is completed within two years.	100%
The applicant fails, without good reason, to sit expected examinations or other course completion requirements such as dissertations or project work	100%
The employee leaves the Council employment within two years of the date the qualification was obtained (not CPD). This includes moving to another local government post.	one twenty-fourth for each month of service after the qualification was obtained.

5.5 For any 100% recovery the council will include any costs of books, materials or mileage claims but not salary for study time or absence. Funding will not be reclaimed if:

- An employee dies in service or leaves on ill health grounds
- An employee is subject of redundancy

5.6 The recovery of outstanding funds will in the first instance be taken from final salary

I confirm that the information supplied for my application is accurate to the best of my knowledge. I also confirm that I have had the funding and recovery of funding policy fully explained to me by.....

I understand this policy and agree to abide by it. In the event that I fail to comply with set criteria for completing the course and/or examinations I will repay the required amounts

SignedDate (Applicant)

Signed..... Date (Line Manager)

SignedDate (HR Manager)