

FUNDING OF PROFESSIONAL AND PERSONAL STAFF DEVELOPMENT

1. Introduction

- 1.1 This document supports the Professional and Personal Staff Development Policy and deals with the funding arrangements associated with staff undergoing approved staff development activities.
- 1.2 Key principles underpinning the funding of staff development are that:
- Allocation is based first and foremost on the resource available.
 - Funding will be prioritised in respect of development and training which aligns with the strategic objectives of the University and the department.
 - Funding will be prioritised in respect of training/ development which directly impacts on the ability of the member of staff to do the job he/she is employed to do and is identified in the individual's personal development plan.
 - All staff will be treated equally regardless of employment status, hours of work, age, gender, disability, religion or belief, sexual orientation, race or ethnic origin.

2. Applications for funded staff development

- 2.1 Applications for funding assistance for staff development will be considered in the light of the principles set out in paragraph 1.2. As is required for any requested staff development, the individual must apply for approval to their line manager using the University Staff Development Application Form and Record (Appendix 1) or equivalent alternative approved local version. The University Staff Development Application Form and Record is available from the HR website at <http://www.mmu.ac.uk/humanresources/policy/general>
- 2.2 In cases where the Head of Department or Unit is approached by an individual for funding for staff development the line manager

should take into account the following factors in reaching a decision whether or not to sponsor the requested activity:

- whether the department or unit has sufficient funding available and whether full or part funding is appropriate;
- relevance to the organisational objectives of the Faculty/Department/Unit and the University;
- relevance to the individual's job and personal development taking to account his/her current level of experience and qualifications;
- cover - that the Department/Unit can cope with the extra demands resulting from attendance;
- that the requested training/development represents the most cost-effective method to achieve the required learning;
- whether the application links to a mandatory staff development activity.

2.3 All applications will be considered in the light of the Professional and Personal Staff Development Policy, previously determined priorities for staff development and the need to manage allocation of funding in an equitable way giving full regard to the University's Equal Opportunities Policy.

2.4 If an application to complete a course which involves an examination fee is approved funding will be provided to cover the course fee (or a proportion of the course fee) and the examination fee. The member of staff should pay for materials such as handbooks.

2.5 Support for succeeding years will only be given where the member of staff shows satisfactory progress in their studies and have passed all appropriate examinations each year.

3. Examinations and Study leave

3.1 Paid time off will be granted to staff sitting examinations associated with an approved course of study e.g. Degree or Masters level, or specialist professional qualification e.g. Finance, HR or IT

Professionals qualifications. In addition one half-day of study leave may be granted immediately prior to the examination.

4. Repayment of Financial Assistance

4.1 Financial assistance for funded courses (whether an external or internal course which requires enrolment) leading to academic or other similar qualifications will be repayable in the following circumstances:

- when financial assistance was over £250 and
- when the member of staff leaves the University's employment within two years of completing the course;
- when the member of staff leaves the University's employment without completing his/her studies; or
- when the member of staff voluntarily discontinues his/her studies.

For the purposes of this policy, completion means the completion of the assessed elements of a course. Where staff have had to repeat assessments and then leave the University's employment, the completion date will be taken as the hand in/exam date of the first attempt.

Financial assistance includes the fees to undertake a programme and any examination fees. This does not include any travel, accommodation or costs in staff time.

Financial assistance will be costed each year and a Learning Agreement produced annually. The onus is upon the member of staff to provide supporting documentation to verify the course fee and avoid any understatement.

This policy does not apply to apprentices or to other members of staff who have specifically been employed under a training scheme.

4.2 A sliding scale of repayment will apply as follows:

- Where a member of staff leaves the University's employment within one year of completing the course, leaves without

completing his/her studies or voluntarily discontinues his/her studies, 100% of the financial assistance will be repayable.

- Where a member of staff leaves the University's employment within two years of completing the course 70% of the financial assistance will be repayable.
- Financial assistance will be repayable up to a maximum of 10% of the member of staff's annual salary at the University.
- Financial assistance will be repayable only in circumstances where members of staff have left the University employment, not where a member of staff has moved to a different department.

Repayment may be waived in special circumstances following representation to the Director of Human Resources. Discussions will be held with the relevant head of department/director in these circumstances.

The Director of Human Resources will consider the following:

- under what circumstances is the individual leaving the University's employment?
- was the programme of study imposed as a University requirement?
- any other factor(s) the staff member/manager feel is relevant.

5. Payment of Professional Fees

- 5.1 The University does not normally pay professional membership fees /subscriptions for individual staff members. However, student membership may be funded where the University wishes to encourage the achievement of professional status.
- 5.2 Employees may be able to obtain tax relief on subscriptions to professional bodies paid in each tax year by applying direct to the Inland Revenue or incorporating the amount in their tax return.

6. Time off arrangements for part-time staff and shift workers

- 6.1 The University and its managers will wherever possible arrange training and development to take place during a part-time member of staff's contracted working hours. Training and development for shift workers should also, wherever possible be arranged during the member of staff's shift pattern.
- 6.2 Where this is not possible, part-time staff and shift workers who are required to attend mandatory or statutory training or development required for their role which takes place outside their contracted working hours or agreed shift pattern will receive the appropriate amount of time off in lieu (TOIL) or pay at plain time rate of pay, up to the maximum of 7 hours i.e. a normal working day for a full-time member of staff in grades 1-7.
- 6.3 Part-time staff and shift workers who comply with para 6.2 above and undertake travel to attend training outside their contracted working hours or agreed shift pattern will receive TOIL or pay at plain time rate for the period of travel to and from the training venue and the workplace or home, whichever is the shortest (which may be notional). The decision as to whether the member of staff should receive TOIL or pay should be made by the manager taking into account operational and resource considerations and should be made before the staff development activity takes place.

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