



SOLIHULL METROPOLITAN BOROUGH COUNCIL

Post Entry Training Policy

**(Schools- Maintained and
Academies version)**

This policy sets out the terms of agreement reached by those participating in the Council's Consultation and Negotiating Framework.

POST ENTRY TRAINING POLICY

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1 Introduction

The School is committed to the development of its employees including supporting, where appropriate, employees who wish to undertake professional qualifications which are directly relevant to their role.

There are two potential options for employees who wish to undertake further study, either an apprenticeship or a traditional college/university course.

1.1 Apprenticeships

Apprenticeships are work based training programmes designed around the needs of the employer which lead to nationally recognised qualifications. They can be used for both new and existing employees. As part of an apprenticeship, the employer must allow 20% of the employee's working time as 'off-the-job' training.

Apprenticeships are based on standards (or frameworks which were the precursors of standards) designed by employers to ensure that they meet both employer needs and those of the sector. Standards describe the knowledge, skills and behaviour required to undertake an occupation well. Standards focus on how an apprentice should demonstrate their competence of an occupation, and meet professional registration requirements in sectors where these exist.

1.2 College/University Courses

College/university courses include day and block release, part-time studies, open learning or distance learning courses which lead to job related qualifications.

With the introduction of the Apprenticeship Levy, all maintained schools contribute to this via payroll so it is expected that where there is an appropriate apprenticeship framework or standard that meets the training need, this is used rather than the traditional post entry training route. This is unless it can be demonstrated that an apprenticeship is not suitable. (Academies may wish to replace with a paragraph explaining their Apprentice Levy funding arrangements)

Employees who are new to Local Government or the Academy will not be eligible for Post Entry Training support until they have successfully completed their probationary period unless they have been specifically employed as an apprentice/trainee.

Please note - employees who have 26 weeks' continuous service have a legal right to make a request in relation to study or training and have their request considered by the School. Under the statutory scheme, however, the time given and course fees are not paid. For more information please see the [Statutory Requests for Time to Train or Study Policy](#) on the HR Extranet.

2 Purpose and Scope

The purpose of this document is to provide information and guidance to employees of schools when requesting Post Entry Training/Apprenticeships.

This will apply to all school employees; school governing bodies/Trustees in an Academy are responsible for agreeing their own policy on Post Entry Training/Apprenticeships and may adopt this model if they wish.

Post Entry training includes day and block release, part-time studies, open learning or distance learning courses which lead to job related qualifications.

This policy and guidance does not apply to agency workers, contractors or elected members.

3 Policy Aim

The aim of this policy is to provide Headteachers and employees with a fair and consistent process for managing requests for time off/support for study or post entry qualifications

4 Responsibilities

4.1 Employee Responsibilities

- To attend college/university as required and if unable to attend for any reason, to notify their manager
- To complete all course work/assignments within set deadlines
- To make satisfactory progress
- To keep their manager informed of their progress and any barriers to progress
- To share learning, as appropriate, with colleagues.

4.2 Line Manager Responsibilities

- To ensure the training will be of benefit to the School as a whole as well as the individual
- To ensure the benefits of the training are realised across the whole team/school
- To ensure that Post Entry Training requests are considered in a fair and unbiased way and there is equality of opportunity.
- To ensure the employee is making sufficient progress with their studies
- To review the employee's job role with a view to ensuring that, where necessary, their workload is reduced to enable them to complete their studies (particularly with Apprenticeships where there is a requirement for 20% 'off the job' training).
- Where the employee is undertaking an apprenticeship, ensure their job role meets the requirement of the apprenticeship standard/framework.
- To ensure, where the training is to be directly funded, that there is sufficient funding available for the total costs of the course/qualification.

4.3 School/Governor Responsibilities

- To work with school managers to ensure consistency across the School in the application of this policy.
- To provide advice and support on Learning and Development.
- To keep a record of Post Entry Training take up across the School.

4.4 HR Employment Services Team Responsibilities

- To advise on apprenticeships.
- To manage the apprenticeship levy.

- To manage apprenticeship providers.

5 Identifying Development Needs

Generally, development needs will have been identified through the Performance and Development Review process (PDR) for school support staff and Teachers Appraisal for teaching staff. Any employee, however, may submit a request for training that leads to a recognised qualification, provided that they can demonstrate that it will improve their effectiveness at work by developing new skills and increasing knowledge.

In some instances, particularly where there is a relevant apprenticeship, it may be that the service has identified a development opportunity which they would like to offer to team members. In these circumstances, the opportunity will be offered to any employee in the team/service for whom it would be appropriate and a selection process undertaken if more employees express an interest than the number of development opportunities that are available.

Where there is an appropriate apprenticeship standard/framework available, the line manager should contact the HR Employment Services Team who will advise on the process.

6 Post Entry Training Process

Where there is no appropriate apprenticeship available, to ensure consistency across teams and to retain an overall record of post entry training activity within the School, the employee should complete the Post Entry Training (PET) Application Form (Appendix 2). This should then be forwarded to the School Office. The decision as to whether or not to agree to a request will then be taken, in conjunction with the appropriate line manager, Headteacher and Chair of Governors or Governing Body where appropriate. Consideration will be given to budget, the practicality of maintaining service delivery, available finance, the relevance to and the priorities of the School plans.

Before approving a request for assistance with post entry training the following will also be considered:

- Would having the qualification enhance the employee's performance in the current role or enable them to progress to another level or another role?
- Does the employee understand the amount of work and timescale required to complete the qualification and, is both willing and able to commit to this?
- For an apprenticeship, is the employee in a role which will enable them to meet the 'on the job' requirements of the qualification?
- Where there is more than one employee who wishes to undertake the qualification, but due to service issues it would not be possible to release more than one employee, what process will be undertaken to ensure a fair selection?
- Has the employee received Post Entry training assistance previously?
- Does the employee's work load need to be reviewed to enable them to have the required time off to attend college/university?
- Would the employee benefit from having a mentor who would be able to provide additional professional support?
- Are there any concerns regarding the employee's performance in their current role?

7 Assistance Available

Where courses have been approved, the items below will normally be reimbursed in full. However, employees must seek their line manager's approval before making any financial commitment.

- Tuition, registration and examination fees.
- Residential fees – where the period and place of temporary residence is an essential part of the course e.g. residential weekend, field trips.
- Where appropriate, and subject to line manager agreement, books may be purchased but will remain the property of the School. Where possible, however, books for the course should be sourced from libraries. Please note these will be paid from the line manager's budget and therefore should be considered in the overall costs of the course.
- Relevant student membership of professional bodies where necessary and appropriate.
- Travelling expenses over and above normal home to office will be paid in accordance with the [Travel and Subsistence Policy](#) on the HR Extranet.
(Academies may have their own Travel and Subsistence Policy in place, which this will need linking to).

No payment will be given for:

- Any fees for re-sits of failed examinations unless there are extenuating circumstances.

8 Funding

Where an apprenticeship is the method of delivery, training costs will be met from the Council's Apprenticeship Levy although additional costs, for example books or student membership of a professional body, may need to be paid for by the employee's school. Where the training is being provided outside of an apprenticeship, however, all training costs will need to be paid from the relevant school budget.

(Academies will have to insert this paragraph depending on the arrangement each Academy or Multi Academy Trust has in place)

9 Repayment Terms

Post entry training represents a significant investment by the School. In order for the School to receive 'a return' on that investment, the School aims to recover its investment by expecting at least two years of service from an employee following completion of a qualification.

If the employee leaves the School's employment during training for which the organisation is paying, they will be required to repay the full cost of the training, unless there are extenuating circumstances which have been approved by the Governing Body.

Maintained Schools;

If the employee leaves within two years of completing the qualification/course to take up employment **outside** of the school, other Solihull school or local government they will be required to repay the full costs. This will be reduced by 1/24th for each month worked after completion of the qualification/course.

If the employee leaves within two years of completing the qualification/course to take up employment in a Solihull school or local government they will be required to repay 50% of the costs. This will be reduced by 1/24th for each month worked after completion of the qualification/course.

Alternative paragraphs may be adopted for Academies:

If the employee leaves within two years of completing the qualification/course to take up employment outside of the Academy, they will be required to repay the full costs. This will be reduced by 1/24th for each month worked after completion of the qualification/course.

If the employee leaves within two years of completing the qualification/course to take up employment in a Solihull school or local government they will be required to repay 50% of the costs. This will be reduced by 1/24th for each month worked after completion of the qualification/course.

Once the employee has completed two years' service from the date of the end of the training, he/she will not be required to repay any of the costs of the training should he/she resign.

The employee will also be expected to reimburse the full cost of financial support where:

- without good reason, the employee fails to sit an examination or fails to show satisfactory progress with their studies, or discontinues the course/qualification
- the employee is granted voluntary redundancy

The School reserves the right, on the employee's resignation, to require him/her to repay the training costs that he/she owes from his/her final salary payment.

Repayment will not be sought, however, if the employee is unable to continue the course of study due to certified long term ill health verified by Occupational Health, or leaves on the grounds of compulsory redundancy.

Please note repayment only applies to post entry training directly funded by the Council. Under the funding rules, money taken from the Apprenticeship levy to pay for training cannot be reclaimed.

Some employees newly recruited to roles, however, including those which have been designated as an apprenticeship, may have an intrinsic training requirement and where this applies; it will be made clear in the recruitment materials and in the employee's Contract of Employment. In such cases, the continuation of the employee's contract may be reliant on successful completion of the relevant training.

10 Attendance

Under the terms of the post entry training/apprenticeship agreement, the employee will be expected to attend college/university as per the course requirements and to continue to make satisfactory progress with their studies, including completing and submitting assignments within allotted deadlines. If the employee is unable to attend the course, the employee should notify their line manager as soon as possible giving the reason for non-attendance. If the non-attendance is due to illness, the normal absence reporting procedures will apply. Failure to attend the course without notifying their manager may result in disciplinary action being taken

It is expected that, if for some reason the course is not taking place (e.g. holidays etc.), the employee will attend work as normal. If it is an apprenticeship however, consideration will need to be given to the 20% off the job training and therefore it may be appropriate for the employee to be given the time to work on their assignments.

In some situations it may be necessary to defer completion of the course due to unforeseen circumstances, for example long term sickness absence or maternity leave. In these instances, a deferral of up to two years will be allowed.

11 Time off to attend training/teaching

Generally, the employee will receive time off for any training sessions that fall within their normal working hours. For a full day release, a maximum of 7 hours 24 minutes can be credited and for half day, this will be 3 hours 42 minutes. Time will not be reimbursed for training which takes place out of normal working hours, for example, in the evening or at weekends.

12 Revision/Study Leave

Employees on an approved day release course sitting an examination, subject to line manager approval, will be granted revision leave with pay prior to examinations up to a maximum of three days.

For courses that are assignment based, up to three days leave may be granted dependent on the academic requirements of the course.

13 Exam leave

Each sponsored student will be given paid time off to sit their examination. For example, if an exam is scheduled for morning an employee would be expected to return to work in the afternoon. If exams are all day an employee would be paid for one day's exam leave. If exams take place on a normal college day, then employees should attend college as normal and book the appropriate time taken.

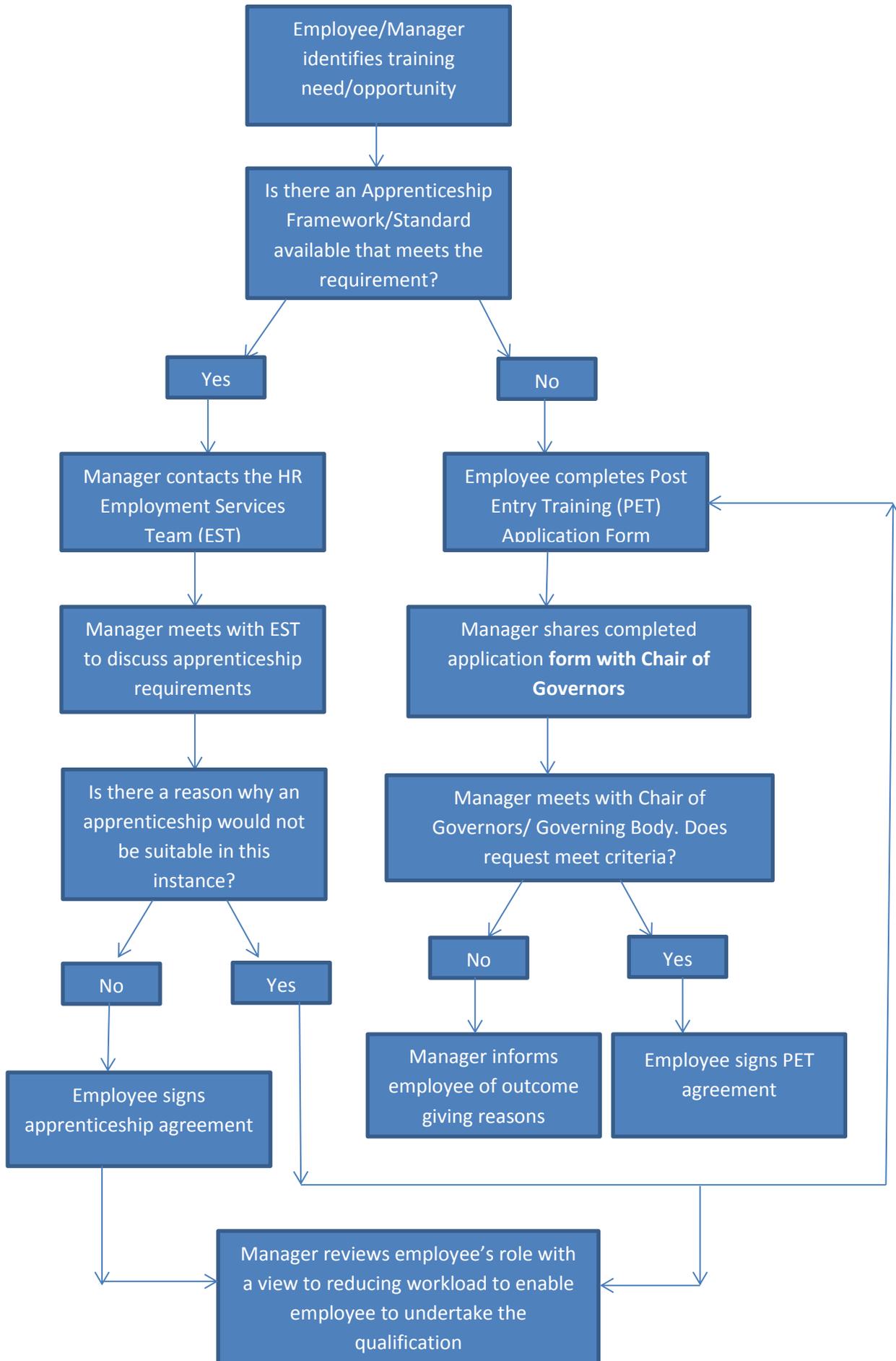
14 Results

An employee undertaking formal qualifications must provide evidence of their results at each stage throughout the period of study.

15 Re-sitting exams

Generally, it will be expected that, where an employee fails an exam without good reason, they will be expected to take the resit in their own time using annual leave or unpaid leave as appropriate. Where, however, there are extenuating circumstances additional time off may be granted. This will be decided on a case by case basis by their line manager and the Chair of Governors for schools.

Process for Requesting and Agreeing Training



Application for approval to the Post Entry Training Scheme

About you

Name	
Role Title	
School	

About the course

Qualification to be attained/Course title	
College/University/Learning Institution	
Start date	
Type of learning	E.g. day release
How long does the course last?	
Costs	

Business Case for training/qualification

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Training costs include course fees, TPP registration, exam fees, study trips, books, travel and subsistence.

You will be expected to remain with the School for a minimum of two years, following completion of the qualification/course. If you leave within two years, then the costs will be paid back as follows:

- If you withdraw from the course before completion, or if you leave whilst still studying for the qualification/course you will be expected to repay in full.
- In Maintained Schools:**
- If you leave within two years of completing the qualification/course to take up employment **outside** of the school or local government, you will be expected to repay the full costs – this will be reduced by 1/24th for each month worked after completion of the qualification/course.
 - If you leave within two years of completing the qualification/course to take up employment **within another maintained school or** local government, you will be expected to pay 50% of the costs – this will be reduced by 1/24th for each month worked after completion of the qualification/course.

Alternative Paragraphs may be adopted for Academies:

- If you leave within two years of completing the qualification/course to take up employment **outside** of the school, you will be expected to repay the full costs – this will be reduced by 1/24th for each month worked after completion of the qualification/course.
- If you leave within two years of completing the qualification/course to take up employment **within** a maintained school or local government, you will be expected to pay 50% of the costs – this will be reduced by 1/24th for each month worked after completion of the qualification/course.

Book allowance – an allowance is available subject to discussion with your line manager. Any books purchased remain the property of the Authority.

Stationery – you may obtain stationery for use in relation to your course from the supplies in your department.

Travel expenses – will be paid to you in accordance with your current terms and conditions.

Revision leave – you may take up to 3 days paid revision leave per year [with the prior approval of your line manager].

Exam leave – reasonable travelling time plus the examination time will be allowed in addition to revision leave.

Continuous Assessment – where this replaces examination, then you may take up to 3 days per year to prepare for assessment [with the prior approval of your line manager]

I apply for assistance under the terms and conditions of the School's training scheme set out above to enable me to undertake the course of study detailed.	
I agree to the conditions of the scheme and if any part of the financial assistance becomes repayable under the conditions, then this sum may be deducted from any monies due to me from the School.	
Signature	
Date	

I certify that the course is appropriate and I support this application	
Line Manager	
Date	

Budget available/financial code	
Approval confirmed by Senior Manager/Head Teacher/Chair of Governors	