



NEWNHAM COLLEGE

C A M B R I D G E C B 3 9 D F

Name of Policy:	STAFF TRAINING POLICY AND PROCEDURE
Date of Approval	June 2023
Approval Authority	Bursar
Date of next review	One year from approval date
Administrator:	B Gafney; HR Manager

1. Purpose and Scope

- 1.1. These guidelines provide a framework for the College to administer training for staff in a fair and consistent way.
- 1.2. These guidelines apply to all those directly employed by the College on permanent or fixed term employment contracts, except for Fellows, for whom there is a separate process.
- 1.3. These guidelines are not contractual, and the College may make amendments at any time. Anyone found to be in breach of these guidelines may be liable to disciplinary action under the provisions of the Disciplinary and Dismissal policy.

2. Introduction

- 2.1. The College is committed to supporting the development of skills, experience and qualifications of its employees. Fully aware of the benefits to both individuals and their departments of increased expertise and knowledge, the College is able to provide financial support to members of staff to undertake qualifications where the training is directly related to their current role and professional development within that role.

3. Funding

- 3.1. Funding is available for recognised national qualifications, and the process of how to apply is described below at section 5.
- 3.2. The financial contribution from the College towards the cost of training will depend on whether the course is:
 - 3.2.1. An accredited training course leading to a recognised qualification. In this instance the College will contribute up to 50% of the costs incurred in a

financial year to a maximum of £1,000 with any balance for more expensive courses to be met by the employee.

3.2.2. A short course of strategic importance e.g. Health & Safety, First Aid. In these cases, up to a 100% contribution may be met by the College.

3.3. Funding is approved on an annual basis and therefore for longer courses, an application must be made each year that funding is requested. Where the full cost of the course cannot be met by the College, the employee will agree to pay the balance.

3.4. The manner of how training is delivered (this may be through part-time day release, evening study or distance learning) must not be to the detriment of the overall operational objectives of the employee's department and must be agreed to by the Line Manager before any commitments are made.

3.5. Programmes that require any time away from work will need to be agreed by the Line Manager.

4. Eligibility criteria and conditions of funding

4.1. Applications for training will be considered on a case-by-case basis.

4.2. Applicants must be members of the College's non-academic staff, normally with at least 6 months' service at the start of the proposed training course and have successfully completed their probationary period and been confirmed in post.

4.3. The training and qualification must be directly relevant to the applicant's current role or to the next stage of advancement in that role as defined in their most Workplace Discussion.

4.4. There must be departmental support for the training in the form of the Line Manager's written approval, given on the Staff Training Application Form (see 7.1).

4.5. The course should lead to a recognised qualification and be delivered by a recognised training provider.

4.6. Applications for funding should be made as early as possible before a course begins and not less than 2 calendar months in advance.

5. Where funding is granted

5.1. It will be for one year only; the applicant must re-apply for funding for each subsequent year of a course.

5.2. The budget can pay for course fees and exam registration. Normally the budget cannot cover books or materials, travel or other expenses. If attending training involves significant travel and/or overnight accommodation, financial assistance for this will be considered on a case-by-case basis and may involve a share arrangement with the College supporting 50% of such costs and the employee finding the other 50%.

5.3. Where the level of funding granted is only part of the full course fees, the applicant must agree in writing to meet the balance before confirmation of funding is made.

5.4. The applicant must agree:

5.4.1. to attend all necessary training sessions and to report any absences to his/her department.

5.4.2. that the training provider may report to the College during or at the end of the programme on the employee's attendance and progress.

5.4.3. to send a copy of the qualification certificate or results form to Human Resources (HR).

5.4.4. to take part in an annual evaluation process, in order to identify benefits to them and their department as well as feedback about the quality of training provision.

5.4.5. to contact HR as early as possible to discuss any concerns about the course or his/her progress.

5.5. The applicant will refund the College on the following basis in these scenarios:

5.5.1. 100% of the funding will be refunded if the applicant withdraws from the course or leaves the College whilst undertaking the course or within 12 months of completing the course.

5.5.2. 50% shall be refunded if the applicant leaves the College between 12 months and one day and 2 years of completing the course.

5.6. The applicant agrees that any such refund may be deducted at source by the College's Payroll Section on the authority of the HR Manager.

6. Process of application

6.1. The first stage is to have a discussion with the Line Manager, normally through the College's performance review process, the annual Workplace Discussion, and to obtain their support. This will involve writing a short report in support of the application for the Line Manager, giving them a clear idea of:

6.1.1. The course and its content.

6.1.2. The commitment expected on behalf of the applicant in order to successfully complete the course.

6.1.3. The potential benefits to the applicants' professional development.

6.1.4. The potential benefits to the department.

6.1.5. The potential cost in monetary terms of the training.

6.2. Where all the eligibility criteria have been met, and managerial approval gained, an application form (available from the HR Manager and in HODS – Useful forms in Sharepoint), should be completed. This must then be submitted along with the written endorsement from the Line Manager to the HR Manager. The application will be considered within the context of the level of other training that may be on-going, and/or previously agreed to and a decision made within 4 weeks of receipt.

6.3. The applicant will receive a decision in writing within 14 days of submitting their application confirming the College's support, or not. Such decision will be final.

6.4. The applicant will have full responsibility for making all the necessary arrangements themselves in registering for the course, attending, and finally submitting results to HR and for forwarding any invoices for payment to accounts.

7. Appendix

7.1. Staff Training Application Form

7.2. Staff Training Evaluation Form

STAFF TRAINING APPLICATION FORM

Name	
Job Title	
Department	

1. Details of course/training

Course title, Provider and Venue	Days/times of attendance	Fees

2. The applicant commits to refund the College in the following circumstances:

Circumstances	Proportion of refund
Withdrawal from the course and/or leaving the College's employ before completion of the course	100%
Leaving the College's employ within a year of completion of the course	100%
Leaving the College's employ between a year and one day and two years of completion of the course	50%

3. Declaration

I confirm that I wish to accept the College's financial support to attend the course under the terms and conditions outlined above.

Signed _____ Date _____
Applicant

4. Eligibility

I confirm the applicant's eligibility according to the College's Staff Training Policy to apply for College funding as outlined above and confirm the applicant has my support for the reasons below:

Signed _____ Date _____
Line Manager

When completed, signed and dated, please send a copy to Human Resources.

STAFF TRAINING EVALUATION FORM

Name	
Job Title	
Department	

1. Course/ training completed:

Course title, provider and venue	Days/ times of attendance	Fees

2. What staff development objective(s) was the training course intended to support?

Please give details

3. Did the activity meet the identified development objectives?

Fully/ partially/ not at all *(please circle as appropriate) Please give details*

4. How has the learning been applied, please focus on the benefit/impact of the learning?

Please give specific examples

Your own skills, knowledge, and behaviour

Your team

Your department

5. Is there anything additional required in order for you to implement what you have learnt?

Please give details

Signed _____ Date _____
Employee

Signed _____ Date _____
Line Manager

When completed, signed and dated, please send a copy to Human Resources