



## Time Off To Train Policy

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## Time Off To Train Policy

### Policy Statement

We are committed to developing the skills of our employees and recognise that training can benefit us and our staff. Staff should receive training appropriate to their role, subject to business need, operational and budgetary considerations.

Managers are responsible for identifying and monitoring staff training and development needs on an ongoing basis. Employees who wish to undertake any form of training relevant to their role should raise the matter informally with your line manager in the first instance.

We recognise that employees may still have a wish to further develop their skills. Eligible employees have a statutory right to request time off work for study or training. The purpose of this policy is to provide a framework within which we can consider those requests.

No-one who requests time off under this policy will be subjected to any detriment or lose any career opportunities as a result.

This policy does not form part of any employee's contract of employment and we may amend it or depart from it at any time.

### Who is Covered by this Policy?

This policy applies to employees. It does not apply to agency workers, consultants or self-employed contractors.

The following are also not covered:

- employees of compulsory school age;
- employees aged 16 to 17 who do not have five C-grade GCSEs (or equivalent) and who may have the statutory right to reasonable paid time off for study or training under the Right to Time Off for Study or Training Regulations 2001;
- employees aged 16 to 17 who do not have at least two A-levels (or equivalent) and who are required by the Education Act 2008 to undertake a minimum level of education or accredited training; and
- employees aged 18 who are still completing a course stated above.

Further information about training for young employees is available from the CEO.

### Personnel Responsible for this Policy

The manager has overall responsibility for the effectiveness of this policy and for ensuring compliance with the relevant statutory framework.

All managers have a responsibility to lead by example and to promote our aims and objectives with regard to training.

### When Can Staff Request Time off to Train?

To be eligible to make a formal request under this policy, you must:

- be an employee;
- have worked for us continuously for 26 weeks at the date your request is made;
- have made no previous formal requests under this policy in the last 12 months.

We will ignore the fact that a request was made less than 12 months ago in the following circumstances:

- if we agreed to the earlier request but the training was cancelled or you were unable to start it because of unforeseen circumstances that were not your fault; or
- if you withdrew the earlier request because it was not valid.

## What Type of Training is Covered?

Any type of study or training can be requested under this policy. It does not matter how or where it takes place. For example, it could be:

- training provided in the workplace;
- a one-day training course provided by an external training provider;
- a part-time college course;
- an online training module (e-learning);
- a distance learning course.

The study or training does not need to lead to a formal qualification. The only limitation is that it must be for the purpose of:

- improving your effectiveness at work; and
- improving the performance of our business.

## Making a Formal Time off to Train Request

To make a formal request under this policy you should submit it in writing to your line manager. Please include the following information:

- a statement that the request is made under this policy;
- the date of the request;
- the subject matter of the study or training;
- where and when it would take place;
- who would provide or supervise it;
- what qualification (if any) it would lead to;
- how you think the study or training would improve your effectiveness at work;
- how you think the study or training would improve the performance of the business;
- and
- if you have made any previous application under this policy, the date of that application and how it was made (for example, whether it was by e-mail or letter and who you sent it to).

If we agree to your request without the need for a meeting, we will tell you in writing.

We will treat your request as withdrawn if:

- you tell us you are withdrawing the request;
- you fail to attend two meetings (see below) without reasonable cause; or
- you unreasonably refuse to provide information we need to consider your request.

In those cases your line manager will write to confirm that your request has been treated as withdrawn. You will not normally be able to make another formal request for 12 months from the date of your original request.

### Meeting

Your line manager will arrange to hold a meeting with you at a mutually convenient time and place, usually within 28 days of receiving your formal request (unless we agree a longer time limit). The meeting may also be attended by a Human Resources adviser.

If the person who would ordinarily hold the meeting is on annual leave or sick leave at the time of your request, the meeting will be held within 28 days of their return or within 8 weeks of your request, whichever is sooner. If necessary you should contact your line manager who will appoint someone else to hold the meeting.

The meeting will be used to discuss your request and, if appropriate, explore any alternatives.

You may bring a colleague to the meeting as a companion if you wish. Your companion may speak during the meeting and confer privately with you, but should not answer questions on your behalf.

If your chosen companion is unable to attend at the time set for the meeting, you should contact your line manager and we will try to rearrange the meeting. If the meeting cannot be rearranged within seven days of the original date, we may suggest that you bring a different companion or come alone.

We will tell you our decision in writing within 14 days of the meeting unless we agree a longer time limit (see above).

### If We Agree to Your Request

Where we agree to all or part of your request we will give you a written and dated notice containing the following information:

- which part of your request is agreed;
- if any part is not agreed;
- the subject of the agreed study or training;
- where and when it will take place;
- who will provide or supervise it;
- what qualification (if any) it will lead to;
- any changes to your working hours in order to accommodate the agreed study or training;
- whether you will be paid for carrying out the study or training;
- how any tuition fees or other direct costs of the agreed study or training will be met.

In some cases we may suggest changes to your request. For example, we may suggest a different course of study or training, or we may suggest an alternative time or place. These may be discussed at the meeting or may require discussion afterwards. The written notice of our

decision will set out any changes that you have agreed to. We will ask you to sign and return a copy of the notice to show your agreement.

We do not have to pay you while you are taking time off for study or training requested under this policy, unless this is necessary in order to comply with minimum wage legislation. However, in some cases we may agree to pay you for some or all of the time off.

We do not have to pay the costs of study or training requested under this policy (including any associated costs such as travel expenses). However, in some cases we may agree to meet some or all of those costs.

### If We Reject all or Part of your Request

Where we reject all or part of your request, we will give you a written and dated notice containing the following information:

- which part of your request is rejected;
- if any part is agreed;
- which of the grounds for rejection set out below applies and why; and
- the appeal procedure.

We may reject your request for any of the following reasons:

- that the proposed study or training would not in our view improve your effectiveness at work and the performance of the business;
- the burden of additional costs;
- detrimental effect on ability to meet customer demand;
- inability to reorganise work among existing staff;
- inability to recruit additional staff;
- detrimental impact on quality;
- detrimental impact on performance;
- insufficiency of work during the periods that you propose to work;
- planned structural changes; or
- any other reasons that the Government sets out in future regulations.

### Appeal

You may appeal if we reject all or part of your request. Your appeal must:

- be in writing and dated;
- set out the grounds on which you are appealing; and
- be sent to your line manager no more than 14 days after you receive the written notice of our decision.

We may decide to uphold your appeal in full without a meeting. In all other cases, your line manager will arrange for an appeal meeting to take place within 14 days of receiving your appeal, unless we agree a longer time limit. The meeting will be held at a convenient time for all those attending and you may bring a colleague as a companion.

The appeal meeting will be held by the manager. A Human Resources adviser may also be present.

We will tell you the outcome of the appeal in writing within 14 days of the meeting, unless we agree a longer time limit. That decision will be final and you will not be able to make another formal request until 12 months after the date of your original request.

If we uphold your appeal, we will give you the information set out above.

If we reject your appeal, we will explain our reasons to you in writing.

### If We Need More Time

There may be exceptional occasions when it is not possible to adhere to the time limits in this policy. For example, we may need to delay holding a meeting or notifying you of the decision. Your line manager will ask for your agreement to extend the time limit, and will confirm in writing any agreement reached. In many cases this will be in your interests as it will enable the appropriate person to consider your request properly.

### Changes to Agreed Study or Training Arrangements

You must tell us in writing immediately if:

- you do not start the agreed study or training for any reason (for example, if it is cancelled);
- you do not complete the agreed study or training; or
- you undertake (or wish to undertake) a different course of study or training.

You should also tell us immediately if you become aware of any changes to agreed study or training, including changes to the timing or content of the course. We are committed to developing the skills of our employees and recognise that training can benefit us and our staff. Staff should receive training appropriate to their role, subject to business need, operational and budgetary considerations.

Managers are responsible for identifying and monitoring staff training and development needs on an ongoing basis. Employees who wish to undertake any form of training relevant to their role should raise the matter informally with your line manager in the first instance.

We recognise that employees may still have a wish to further develop their skills. Eligible employees have a statutory right to request time off work for study or training. The purpose of this policy is to provide a framework within which we can consider those requests.

No-one who requests time off under this policy will be subjected to any detriment or lose any career opportunities as a result.

This policy does not form part of any employee's contract of employment and we may amend it or depart from it at any time.

This policy applies to employees. It does not apply to agency workers, consultants or self-employed contractors.

The following are also not covered:

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- employees aged 16 to 17 who do not have five C-grade GCSEs (or equivalent) and who may have the statutory right to reasonable paid time off for study or training under the Right to Time Off for Study or Training Regulations 2001;
- employees aged 16 to 17 who do not have at least two A-levels (or equivalent) and who are required by the Education Act 2008 to undertake a minimum level of education or accredited training; and
- employees aged 18 who are still completing a course as stated above.

Further information about training for young employees is available from the manager.

The manager has overall responsibility for the effectiveness of this policy and for ensuring compliance with the relevant statutory framework.

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To be eligible to make a formal request under this policy, you must:

- be an employee;
- have worked for us continuously for 26 weeks at the date your request is made;
- have made no previous formal requests under this policy in the last 12 months.

We will ignore the fact that a request was made less than 12 months ago in the following circumstances:

- if we agreed to the earlier request but the training was cancelled or you were unable to start it because of unforeseen circumstances that were not your fault; or
- if you withdrew the earlier request because it was not valid.

Any type of study or training can be requested under this policy. It does not matter how or where it takes place. For example, it could be:

- training provided in the workplace;
- a one-day training course provided by an external training provider;
- a part-time college course;



- an online training module (e-learning);
- a distance learning course.

The study or training does not need to lead to a formal qualification. The only limitation is that it must be for the purpose of:

- improving your effectiveness at work; and
- improving the performance of our business.

To make a formal request under this policy you should submit it in writing to your line manager. Please include the following information:

- a statement that the request is made under this policy;
- the date of the request;
- the subject matter of the study or training;
- where and when it would take place;
- who would provide or supervise it;
- what qualification (if any) it would lead to;
- how you think the study or training would improve your effectiveness at work;
- how you think the study or training would improve the performance of the business;
- and
- if you have made any previous application under this policy, the date of that application and how it was made (for example, whether it was by e-mail or letter and who you sent it to).

If we agree to your request without the need for a meeting, we will tell you in writing and include the information in paragraph 0.

We will treat your request as withdrawn if:

- you tell us you are withdrawing the request;
- you fail to attend two meetings under paragraph 5 or paragraph 7 without reasonable cause; or
- you unreasonably refuse to provide information we need to consider your request.

In those cases your line manager will write to confirm that your request has been treated as withdrawn. You will not normally be able to make another formal request for 12 months from the date of your original request (see paragraph 0).

Your line manager will arrange to hold a meeting with you at a mutually convenient time and place, usually within 28 days of receiving your formal request (unless paragraph 0 applies or we agree a longer time limit under paragraph 0). The meeting may also be attended by a human resources adviser.

If the person who would ordinarily hold the meeting is on annual leave or sick leave at the time of your request, the meeting will be held within 28 days of their return or within 8 weeks of your request, whichever is sooner. If necessary you should contact your line manager who will appoint someone else to hold the meeting.

The meeting will be used to discuss your request and, if appropriate, explore any alternatives.

You may bring a colleague to the meeting as a companion if you wish. Your companion may speak during the meeting and confer privately with you, but should not answer questions on your behalf.

If your chosen companion is unable to attend at the time set for the meeting, you should contact your line manager and we will try to rearrange the meeting. If the meeting cannot be rearranged within seven days of the original date, we may suggest that you bring a different companion or come alone.

We will tell you our decision in writing within 14 days of the meeting unless we agree a longer time limit (see above).

Where we agree to all or part of your request we will give you a written and dated notice containing the following information:

- which part of your request is agreed;
- if any part is not agreed;
- the subject of the agreed study or training;
- where and when it will take place;
- who will provide or supervise it;
- what qualification (if any) it will lead to;
- any changes to your working hours in order to accommodate the agreed study or training;
- whether you will be paid for carrying out the study or training;
- how any tuition fees or other direct costs of the agreed study or training will be met.

In some cases we may suggest changes to your request. For example, we may suggest a different course of study or training, or we may suggest an alternative time or place. These may be discussed at the meeting or may require discussion afterwards. The written notice of our decision will set out any changes that you have agreed to. We will ask you to sign and return a copy of the notice to show your agreement.

We do not have to pay you while you are taking time off for study or training requested under this policy, unless this is necessary in order to comply with minimum wage legislation. However, in some cases we may agree to pay you for some or all of the time off.

We do not have to pay the costs of study or training requested under this policy (including any associated costs such as travel expenses). However, in some cases we may agree to meet some or all of those costs.

Where we reject all or part of your request, we will give you a written and dated notice containing the following information:

- which part of your request is rejected;
- if any part is agreed, the information in paragraph 0 above;
- which of the grounds for rejection set out below applies and why; and
- the appeal procedure.

We may reject your request for any of the following reasons:

- that the proposed study or training would not in our view improve your effectiveness at work and the performance of the business;
- the burden of additional costs;
- detrimental effect on ability to meet customer demand;
- inability to reorganise work among existing staff;
- inability to recruit additional staff;
- detrimental impact on quality;
- detrimental impact on performance;
- insufficiency of work during the periods that you propose to work;
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You may appeal if we reject all or part of your request. Your appeal must:

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We will tell you the outcome of the appeal in writing within 14 days of the meeting, unless we agree a longer time limit (see above). That decision will be final and you will not be able to make another formal request until 12 months after the date of your original request.

If we uphold your appeal, we will give you the information set out above.

If we reject your appeal, we will explain our reasons to you in writing.

There may be exceptional occasions when it is not possible to adhere to the time limits in this policy. For example, we may need to delay holding a meeting or notifying you of the decision. Your line manager will ask for your agreement to extend the time limit, and will confirm in writing any agreement reached. In many cases this will be in your interests as it will enable the appropriate person to consider your request properly.

You must tell us in writing immediately if:

- you do not start the agreed study or training for any reason (for example, if it is cancelled);
- you do not complete the agreed study or training; or
- you undertake (or wish to undertake) a different course of study or training.

You should also tell us immediately if you become aware of any changes

### **Monitoring and Review of the Policy**

This policy is reviewed by the management committee.

We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.