

## AGREEMENT FOR TRAINING

Name:		
Course Title:		
Course Duration:	From:	To:
Study Time off Required		
Cost:	£:	

The Company recognises that management as well as each staff member is responsible for the future growth and success of the business and therefore acknowledges its responsibility in developing a strong team to achieve this. In order to achieve this, in addition to the usual induction and on-the-job training, the Company will support selected individuals through higher education or training where such training will lead to qualifications which are useful both to the Company and to the individual concerned.

However, as courses can be expensive and may require considerable time away from the work place, the Company believes it is essential to set out its expectations in respect of training and development and in particular, what the policy is with regard to repayment of training costs should an employee leave the business within a specified period after attending a training course.

*This policy is contractual and forms part of your terms and conditions of employment.*

### **Under this Agreement you will:**

- seek to ensure 100% attendance on the course;
- assume responsibility for maximising your learning;
- repay the course fees paid by the Company if you leave the Company during the penalty period.

In addition, should you fail to successfully complete/pass the course or choose to withdraw from the course, any monies already paid by the Company will become immediately repayable in full by you.

Any such repayments would be notified to you in writing and would normally be deducted from final salary or other monies due (including holiday pay) or otherwise you will be required to reimburse the Company by your last day of employment.

**Under this Agreement the Company will:**

- pay for 100% of the course fees at the start of the course.
- support you by giving you reasonable time to devote to your studies; and
- provide (where possible) opportunities for you to use your skills within the business.

**Repayment plan:**

- 100% if you leave or resign during the course year
- 100% if you leave or resign within 0-6 months of completion of the study
- 75% if you leave or resign within 6-12 months of completion of the study
- 50% if you leave or resign within 12-18 months of completion of the study

**Subscriptions to Professional Bodies**

Membership subscriptions will be at the Company's discretion.

**ACKNOWLEDGEMENT BY EMPLOYEE**

I have read, understood and accept the terms of this agreement for training as being reasonable. In particular, I have considered the financial penalties that would be levied against me should I leave the Company within 18 months of receiving the training.

Name.....

Signed.....

Date.....