

## Learning & Development

### Professional qualifications

You may make a request to your manager to embark upon an approved professional qualification with financial support from us, if you meet the following criteria:

- Permanent employment status having been continuously employed for at least 1 year.
- Professional qualification is job-related as determined by your manager and the HR team.
- Satisfactory work performance during the 12 months prior to the study request, as determined by your manager and your Executive Director.

We recognise that there are various routes and ways to attaining an approved professional qualification and therefore request that before you raise a request to embark upon professional study, you undertake appropriate research into the most cost effective and efficient method of study available for your chosen qualification and the approximate timeframe for its completion.

If you cease to complete an approved professional qualification, or if you terminate your employment with us within 1 year of receiving any financial support from us under this policy, we will have the right to recover any such financial support provided by us to you from your next salary payment after cessation of study.

### Training Courses

We may register you on any training courses which in our opinion would be to the mutual benefit to you and us, such as (although not limited to):

- Those identified as statutory requirements (e.g. bottled gas handling)
- Those identified by us (and/or suppliers) as job requirements.

If you wish to attend a specific training course, you should contact your line manager. Alternatively, your line manager may identify a training need for you and arrange training courses accordingly.