

Training and Development Policy

APPENDIX 1: TRAINING REQUEST FORM

Please complete this form if you are looking to attend a training course outside the current statutory and mandatory training courses listed in the Training Matrix, & you wish BrisDoc to help subsidise the cost of this course.

NB: This form is just a request for training - whilst BrisDoc is committed to supporting employees learning and development, the company also needs to evaluate the practicalities of employees taking time off work to attend training courses and the costs involved.

Name:
Job title:
Line manager:

Training session/Course Information:

Name of training session/course you wish to attend:
Name of the training provider:

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Have you completed all statutory and mandatory training as listed in the training matrix?	
What is the cost of the course?	
Are there any additional costs that you wish BrisDoc to cover? (please state costs and what the costs are for)	
<p style="text-align: center;">Training Terms of Agreement: Declaration (to be completed by employee)</p> <p>I hereby agree and declare that:</p> <p>(1) In consideration of BrisDoc agreeing to meet the costs as authorised, I undertake to reimburse BrisDoc:</p> <ul style="list-style-type: none">• 100% of the investment costs if I do not attend the training course or voluntarily withdraw from or terminate the course early without BrisDoc's prior written consent.• Up to 75% of the investment costs if I am dismissed or otherwise compulsorily discharged from the Course, unless the dismissal or discharge arises out of the discontinuance generally of the Course.• Up to 75% of the investment costs should I resign from BrisDoc either prior to completion of the Course or within 2 years after the end of the Course, except that, in the latter case, the amount which would otherwise be due to BrisDoc shall be reduced by 1/24th for each complete calendar month after the end of the Course during which I remain employed by BrisDoc. <p>(2) Up to 75% of the investment costs should I reduce my hours prior to completion of the Course or within 2 years after the end of the Course. This will be calculated based on the costs paid with a reduction of 1/24th for each complete calendar month after the end of the Course which you remain on your original contracted hours.</p> <p>(3) To the extent permitted by law, I agree that BrisDoc may deduct a sum equal to the whole or part of the Costs due under the terms of this Agreement from my wages (as defined by section 27 of the Employment Rights Act 1996) or from any other allowances, expenses or other payments due to me.</p> <p>(4) I understand that BrisDoc will not fund accommodation or travel costs for this course nor will they incur the costs for any repeats of courses/modules or exams.</p> <p>NB: The amount due to BrisDoc under the terms of this Agreement is a genuine attempt by the Company to assess its loss as a result of the termination of the Employee's employment and takes into account the derived benefit to BrisDoc. Thus Agreement is not intended to act as a penalty on the Employee upon termination of their employment.</p>	

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I confirm I have read and agree to all of the above:

Signed _____ Date ____/____/____

(Employee)

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To be completed by line manager:

Authorised: Yes / No.

If No, reasons why: _____

BrisDoc to pay: £ _____

Study Leave/attending the training days agreed for _____ days per week / month

Signed _____ Date ____/____/____

Please pass to the People Team

To be completed by Training Coordinator:

Statutory and Mandatory Training completed: Yes/ No

If No, employee must complete statutory and mandatory training for the request to be approved.

To be completed by Nigel Gazzard, Managing Director if the commitment is above £3,000:

I agree that BrisDoc will pay/reimburse this employee for £ _____ in order for them to attend the above course.

Signed _____ Date ____/____/____

Please pass to the People Team who will confirm the outcome to the line manager and pass a signed copy of the form to the employee