



Workforce Learning & Development Policy

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“Learning together, to be the best we can be”

- 4.1. All applications will be considered in a fair and equitable manner by the school Headteacher (or the responsible executive manager if employed centrally by the Trust or if funding is requested from pooled budgets held by the central Trust). Applicants should be aware that there is no automatic right for any employee to undertake study for personal development, though Nexus MAT will aspire to support staff to develop as often as is possible.
- 4.2. To facilitate enrolment with a university or external body, applicants may complete course enrolment forms on the understanding that this does not commit Nexus MAT to funding the programme of study. An applicant cannot confirm a placement until funding approval has been granted. Any commitments entered into by the applicant without approval by the Headteacher/executive manager will render the Applicant personally liable for full payment of any fees or expenses due and could result in disciplinary action.

5. Application Procedure

- 5.1. The first stage of the application procedure commences with discussion between the employee (applicant) and their line manager in relation to the learning, education or development need, typically as part of the individuals annual appraisal (however, needs may be identified outside of appraisal as part of the school/MAT improvement plan and/or the emergent need of children).
- 5.2. To request funding for a course of study the applicant must fully complete and submit a "Funding for learning application form" (appendix a).

6. Approval Criteria

- 6.1. Approval will be based on the following:
 - 6.1.1. Applicants must demonstrate they fulfil the entry requirements for the requested programme of study;
 - 6.1.2. The qualification, short course or conference is appropriate to the business aims of Nexus MAT and/or the host school;
 - 6.1.3. That there will be a good expectation of success;
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6.1.5. Funds are available within the learning and development budget and spending limits have not been exceeded.

6.2. At their discretion the Headteacher/responsible budget holder may request an applicant to attend for interview in support of their application. Details of the interview process and the rationale for taking this approach will be explained to the applicant(s) prior to attendance.

6.3. On completion of the programme of study, the applicant agrees to provide information if requested to the Headteacher/responsible budget holder in the form of a written evaluation. An "End of Study Evaluation" information will enable the Trust to review and evaluate its support and funding of educational study and will enable the sharing of knowledge and facilitate knowledge management and dissemination across the MAT. The Headteacher/ responsible budget holder will determine the format of the report as and when requested.

6.4. Applications will only be approved for funding for an individual year of study (i.e. one academic year) only. Subsequent years of study will require a submission of application for funding, though where the Trust has committed funding to a course of study which runs beyond one calendar year, every effort will be made to ensure there is recurrent funding provided (though this cannot be guaranteed).

7. Payment of fees, expenses, leave and equipment

7.1. Where a qualification is deemed relevant to Nexus MAT business requirements, 100% funding will be provided for all relevant fees as indicated:

- course registration fees;
- module fees;
- tutor fees;
- distance learning package fees;
- e-learning and online resources;
- examination fees;
- course fees to professional bodies, except membership fees;
- other associated fees and costs (not including travel).

7.2. Where senior leadership considers that a qualification has a high level of personal development, the Trust may approve funding up to 50% of the approved costs. This is dependent on financial resources being available

- 12.2. In the unfortunate event of not achieving (for whatever reason), applicants should advise the Headteacher/responsible budget authoriser, who will discuss the situation in confidence with the applicant and offer appropriate support and guidance.
- 12.3. Where an HEI or other provider reports disengagement/failure to complete work/poor attendance, the Trust reserves the right to withdraw staff from programmes of study and pursue reclamation of fees with the individual.

Funding for learning application form

**APPLICANT TO PRINT, COMPLETE AND RETURN TO THE
HEADTEACHER//RESPONSIBLE BUDGET AUTHORISER**

Name	
Job Title	
Start Date with Nexus MAT	
Contract end date (if applicable)	
Employing school or MAT department	
Course/ Qualification title	
Qualification Type (if known)	
University/College/Course Provider	
Describe the time commitment and the period of time it will take e.g. Single day course; four 3-hour sessions over 1 term; 1 day per week for 1 academic year	