

## Continuous Learning and Development Policy

**Date adopted:** 12 December 20234 by KGA Trustees

**Date of review:** Biennially

### Change History Record

Version	Description of Change	Date of Policy Release or amendments
1	Initial Issue and first implementation.	20/11/2023

### Purpose

This policy sets out how King's Group Academies (KGA) will manage learning and development in a consistent and fair manner. KGA believes everyone's performance to be critical in building and maintaining a high performing throughout the Trust.

This policy is only applicable following a documented discussion and approval from your line manager.

### Scope

This policy applies to all employees irrespective of their contract type, whether this be a full time and part time.

Only essential training necessary for fulfilling job criteria will be considered during one's probationary period.

### Policy Statement

All employees are entitled to:

- Equal opportunities in all aspects of their professional development;
- an induction into their job, their team and the organisation;
- an explanation of the direction and the objectives of the Academy;
- clear and measurable objectives for their performance at work;
- an annual review of their performance

- a manager who is committed to professional development;

## **Objective of learning and development**

All learning and development activities have clearly stated learning objectives and the primary objective of those activities within KGA is to:

- support the Trust in achieving our mission and vision;
- support the employee's skill development to enable effectiveness and satisfaction in their role;
- support the development of employees to enable career progression;
- reflect the learning objectives stated in the individual's personal development plan;

## **Roles and responsibilities**

### **Management responsibilities**

The Senior Management Team bears the primary responsibility for implementing this learning and development policy, by ensuring they are providing the necessary opportunities to undertake appropriate learning and development activities, providing the employee the opportunities to develop and learn, identify and analyse directorate development needs, act as coach for directorate and act as a role model.

### **Individual's responsibilities**

The onus is on the employee to meet their objective, identify development needs and evaluate effectiveness of learning and development, demonstrate ownership of career and willingness to develop and learn, meet with the line management to discuss and create a Personal Development Plan.

### **HR's responsibilities**

The Human Resources team provides specialist support to managers in the development of their team.

- Assist with the identification of learning and development needs;
- Implement and monitor the any training plan;
- Develop and design learning and development activities;
- Source suppliers for learning and development activities and evaluate appropriately

Management must ensure the HR team is aware of all development activities so information regarding equal opportunities can be reported to senior management and the Board.

### **Identifying Needs**

Training needs will be identified and determined by self-assessment, by line managers and by the Trust. In discussion with the line manager, these needs will be recorded on a personal development plan (PDP).

KGA recognises that all our employees are highly skilled and professionally qualified, therefore will have a need for continuous professional development (CPD). KGA will assist in supporting those needs.

### **Solution**

Most effective learning happens at work. Consequently, KGA is committed to supporting a wide range of learning methods including coaching, online learning, and project work. Traditional solutions such as training courses, seminars, workshops and conferences will also be made available. When looking for a learning solution, learning styles and preferences will always be taken into account.

### **Funding and budgets**

A local budget will be set by each academy for the purpose of funding mandatory training and career development as identified and agreed within individual development plans. All expenditure from local academy learning budgets must be agreed in advance with the Headteacher/Principal or their delegated person/s.

A central budget is held by HR for all Central team learning and activities which support organisational development.

Each activity should be recorded as a learning activity as either a local academy or central spend in order to support analysis of spending to ensure fairness and equity.

### **What can be funded?**

1. Activities and programmes designed to meet organisational needs will be 100% funded both in terms of fees and time off work to attend workshops etc.

2. up to £1000.00 financial support can be provided for the individual undertaking professional studies linked to agreed Personal Development Plans, for example qualification to a professional body that will enhance organisational and individual performance;

### **What will not be funded?**

1. activities and programmes that do not link with an agreed PDP
2. activities and programmes that do not proactively help in developing and delivering KGA vision and mission

### **Repayment cost**

KGA will not require employees to repay costs for learning and development activities and formal studies that meet the needs of the organisation or are required for the job role.

In other cases where activities have been desirable but not essential, but have some mutual benefit to the individual and the organisation, the following applies:

**100%** of costs repaid if leaving the organisation within 3 months of completing the activity

**50%** of costs repaid if leaving the organisation within 12 months of completing the activity

### **Time off for study, leave, revision/ exams**

The following provisions will be made:

- Time off to attend workshops or complete distance learning materials will be given if the learning activity is to meet an organisational and essential need. This must be discussed and agreed by the line manager.
- A maximum of **two** days will be available to attend workshops or complete distance learning materials for learning activities that are for mutual benefit. This must be discussed and agreed by the line manager and organisational needs must be taken into account when allowing time off.
- Where studies are supported by KGA a maximum of two study days/revision days will be available for employee sitting exams (pro rata if not a full sitting). Time off with pay will be granted for the sitting of exams. This must be discussed and agreed by the line manager;

- Payment for resitting of professional/formal exams will be paid for by the employee.

It is essential that any exam results will be forwarded via the line manager to HR both to ensure continued sponsorship and to update relevant training matrix.

### Training Costs Agreement

THIS AGREEMENT is dated .....

AND IS MADE BETWEEN:-

("the Employee"); ..... and

("the Employer")

**King's Group Academies**

WHEREAS:-

The Employee is employed by the Employer as a (insert job title).....

The Employer has agreed to pay £1000.00 financial support for the employee above undertaking professional studies linked to their agreed Personal Development Plans (insert subject) with

..... (name of training provider) ("the Course").

**IT IS HEREBY AGREED AND DECLARED THAT**

In consideration of the Employer meeting the costs of the course or training which are set out in the **Continuous Learning and Development Policy and agreed in the employee's PDP**

to this Agreement ("the Costs"), the Employee undertakes to reimburse to the Employer the Costs if:

- the employee voluntarily withdraws from or terminates the course or training early without the Employer's prior written consent;
- The employee is dismissed or otherwise compulsorily discharged from the course or training, unless the dismissal or discharge arises out of the discontinuance generally of the course or training;
- If the employee resigns from the employment of the Employer prior to completion of the course or training
- If the employee terminates their employment after the completion of the course or training within 3 months, 100% will be required to be repaid, except that in the latter case after 12 months, the amount which will be reduced to 50%.

To the extent permitted by law, by signing this agreement, the Employee agrees that the Employer may deduct a sum equal to the whole or part of the costs due in accordance with this agreement.

Under the terms of this Agreement the cost will be debited from the Employees' wages, (as defined in Section 27 of the Employment Rights Act 1996) or from any other allowances, expenses or other payments due to the Employee.

The amount due to the Employer under the terms of this Agreement is a genuine attempt by the Employer to assess its loss and restock the funded back into the Trust because of the termination of the Employee's employment and takes into account the derived benefit to the Employer. This Agreement is not intended to act as a penalty on the Employee upon termination of their agreement.

SIGNED:

..... (Name of employee)

..... (Name of manager)

For and on behalf of King's Group Academies.

*This Agreement must be signed by both parties prior to the commencement of the training or course.*



King's Group  
*Academies*

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