



# Employee Training Agreement

Date presented to Local Governing Body	7/10/15
Date ratified by Local Governing Body	7/10/15
Date policy to be reviewed	Autumn Term 2016
Signed	J Winstanley



### **EMPLOYEE TRAINING AGREEMENT**

Ormiston Denes Academy is committed to supporting the training and development of all its employees. The key purpose is to facilitate personal and professional development, enabling individuals and groups to achieve their full potential at work. The academy also recognises that, as an institution concerned with learning, it has an additional responsibility to encourage and support learning for all members of staff.

The operational success of the academy is based largely upon the contribution, commitment and achievements of individual members of staff, working on their own, in teams or groups. The academy wishes to support staff in the performance of their designated roles and help them to fulfil their potential during the course of their employment. Training and development includes any activity, which contributes to the enhancement of their knowledge, skills, competence, and working practices. Staff development is therefore a key contributor to the overall success of the academy as a whole, and the development of both our staff and students.

The academy will provide financial support for:

- Cost of the course/activity/training
- Related examination fees
- Books and other materials (by negotiation)
- Related travel and accommodation expenses
- Release from timetable/work commitments

In all cases, there must be a clear link between the proposed activity and the development needs of the academy or the professional development of the individual, in either case this must be clearly illustrated within the annual review/performance management cycle. In addition, the academy may commit to training and development activities as part of a recruitment package at the discretion of the Principal.

The Ormiston Denes Academy expects that employees will:

- Complete the designated training/course provided
- Use the training to benefit the academy

The Ormiston Denes Academy makes a substantial investment in training and development to:

- Provide our students with the highest academic, social and practical skills to allow them to lead a fulfilling life
- Have a valued, skilled, competent and motivated workforce
- Assist in the provision of a robust recruitment and retention system.

The Ormiston Denes Academy expects a high level of commitment from its employees, in return for its commitment to provide training and supporting the professional development of staff.



### **Training Agreement**

This contract is between the Ormiston Denes Academy and .....

Who has been accepted on (insert course name) .....

Date of course commencement:

Date of expected completion:

Ormiston Denes Academy agrees to cover the following costs:

£

- Course fees
- Examination fees
- Books and materials

**Total Cost:**

### **Declaration**

I confirm I wish to accept the financial support of the Ormiston Denes Academy to attend and undertake the course, under the above conditions. I agree the academy has the right to deduct any outstanding amounts under this agreement from my salary or any other payments due to me, on termination of my employment (as detailed above), or on non-completion of the course (as detailed above).

If the employment of the employee is terminated by redundancy, this training agreement will cease with any financial obligation from the employee being removed.

Signed: \_\_\_\_\_  
(Employee)

Date: \_\_\_\_\_

Countersigned: \_\_\_\_\_  
(Principal/CPD Co-ordinator/Finance Director)

Date: \_\_\_\_\_





The following outlines the agreement between the Ormiston Denes Academy and employees embarking on any training activity, programme or formally recognised qualifications that will cost more than £400 in total, or in combination, more than £800 over a two year programme and any costs associated with training that forms part of a recruitment package.

For illustration, this would include (but is not limited to):

- National Professional qualification for Headship; Senior Leadership or middle leadership (NPQH, NPQSL, MPQML)
- Masters Level Qualifications
- Industry-related qualifications (e.g. project management)
- Any individual course or linked series of course that exceed £400 in one year, or £800 over two years.

In most circumstances, the academy would expect you to continue in employment for a minimum of 2 years following the completion of your course and training. Fees may be waived at the discretion of the Principal in exceptional circumstances, in the event that employment is lost as a result of restructuring, redundancy or retirement due to ill health, for example.

Should you not remain in the employment of the academy for two years beyond the completion of your training, the following repayment terms will come into effect:

- i. 100% of the cost will be repayable if you leave your employment within 0-6 months
- ii. 75% of the cost will be repayable if you leave your employment between 6-12 months
- iii. 50% of the cost will be repayable if you leave your employment between 12-18 months
- iv. 25% of the cost will be repayable if you leave your employment within 18-24 months

### **Non-completion**

You will be expected to repay the full costs of the course to the academy by deduction from your salary on terms to be agreed by the Finance Director, in the following circumstances:

- i. If you leave the employment of Ormiston Denes Academy at any time during the course
- ii. If you do not complete the course
- iii. If you fail to meet the attendance requirements of the course
- iv. If you do not sit any relevant examination(s).



Ormiston  
**DENES**  
Academy

Appendix 9J

**OAT**

Ormiston Academies Trust

# CPD at Ormiston Denes Academy



Continuing Professional Development is fundamental to the sustained, increased and improvement of all staff at the Ormiston Denes Academy. Our aim is for all CPD activities undertaken by staff to have a positive impact on the outcomes of our students.

As an academy we invest heavily in CPD for staff at all stages of their careers, from those entering the teaching profession, support staff, middle leaders, through to senior and executive level.

At Ormiston Denes Academy you will have access and can apply for various training, qualifications and events; including:

- A comprehensive programme for staff in their first years of teaching
- National Professional qualification for Headship, Senior Leadership or middle leadership (NPQH, NPQSL, MPQML)
- Masters Level Qualifications
- Industry-related qualifications (e.g. project management)

By undertaking a wide range of CPD, our staff are more likely to inspire pupils and teach more effectively, enabling pupils to achieve their best. CPD should not only meet the needs of the academy, but also the needs of individual members of staff.

CPD is important for career development, acquiring new skills and for self-motivation. Staff undertaking regular CPD should be more fulfilled and confident in their abilities, knowledge and responsibilities.

