



## **Guidance for LSHTM Managers on Supporting External Certificated Training**

### **1. Equality of Opportunity and Access to Training**

The School will ensure fair access to learning and development opportunities, in line with their needs and School priorities, for all staff, from all areas of the School, working full or part-time, substantively employed or engaged on a fixed term basis, based in the UK or overseas. Casual staff will be included in mandatory training e.g. Equality and Diversity, Health and Safety, systems and processes and may be included in other training where it meets the School's needs.

The Head of Talent and Educational Development (TED) will monitor access to TED training programmes and will provide an annual report to the Equality and Diversity Manager.

Access to training will be at the discretion of the line manager, but this will not be unreasonably refused where the training is relevant to the individual's role and where operational issues can be satisfactorily addressed at reasonable cost.

#### Considerations for particular groups of staff

##### **Part-time staff on permanent or fixed-term contracts**

In the first instance, the line-manager should discuss with the staff member whether it will be possible to change their working pattern that week to accommodate attendance at the training. If this is not possible, then the staff member should attend the training as additional hours and, for PSP staff, overtime should be paid, where this is provided for in contracts.

##### **Distance Learning Tutors**

DL Tutors are entitled to apply to their manager in order to request relevant training. Where approved, funding will be made available for time spent attending training (excluding travel time). Reasonable expenses for travel and/or accommodation (up to a limit of £200 as defined in the School's Financial Regulations) will also be paid.

##### **Agency Staff**

It is normally the responsibility of the agency employing these staff to provide training and development. An exception may be made where the School decides that for quality or other purposes that it requires agency staff to attend a specific training event. This should be done in agreement with the agency employing those staff.

## 2. Funding and Support for External CPD Programmes

### 2.1 Budgets

The TED budget is used to fund centrally organised training and development activities, the Postgraduate Certificate in Learning and Teaching (PGCILT) and some bespoke training for specific groups of staff. Faculties/Departments have responsibility to budget for fees for individuals to attend essential, external, professional and technical training which may also be certificated.

### 2.2 Guidance on supporting staff to undertake external training or CPD programmes

#### Financial support

- A. Essential training and development** to meet legislative, contractual or other requirements to enable the core work of LSHTM.

Full financial support to cover costs, including books and resources, should be given and training to be commonly undertaken in work time, with time allocated for study and exams.

- B. Non-essential training and development** that will bring benefits to the School through improvements to the quality of the service delivered or to the quality of research or teaching as well as benefitting the individual's career development. Recipients of training in this category should be aware that the School will seek to recoup costs incurred if the individual leaves the School within a three year period of the training taking place (see section 2.4).

Managers will exercise judgement in deciding the extent of the support that can be offered and ensuring that service delivery is not compromised by the individual's absence on training. *Managers also need to ensure that they are consistent and fair in decisions regarding support for external programmes - the Head of TED should be consulted for advice on interpreting the policy.*

Consideration should be given to the following:

- Benefits to the service/team
- Operational and resource constraints
- Equitable allocation of resources
- Relevance to the individual's current role, PDP, motivation and career aspirations
- Evidence of contribution from this individual and of their previous personal investment in CPD

- C. Training and development for personal or career development, that is not related to the work of the School**

Where there is no discernible benefit to the School, no financial support should be provided.

## Summary of Guidance

Type of study	Assistance with fees*	Flexible timetabling/ attendance	Reflected in appraisal/PDP
A. Essential for role	Full	Yes	Yes
B. Non-essential	Negotiable	Manager's discretion	Yes
C. Not relevant to role	No	Manager's discretion	Manager's discretion

### Other support

For all categories of external study, managers may wish to consider support to individuals that facilitates their development and does not require additional costs to the School or compromise service delivery. An example would be providing access to information, learning resources and people in order to carry out a work-based project as part of an external study programme.

## 2.3 Training and Study Leave

Staff are expected to invest their own time in online learning, reading and other study. All training and study leave must be agreed in advance with the line-manager.

### **A. Essential training and development**

Staff who have been granted full support to undertake an accredited programme of study may also be entitled to time to attend during working hours any face-to-face lectures or workshops and examinations.

Please refer to the School's procedure on Study Leave for Professional Support Staff on how to make an application.

### **B. Non-essential training and development**

Staff in this category, where there is some benefit to the School and considerable benefit to the individual's career development may be entitled to time off to attend any face-to-face lectures or workshops and examinations subject to the operational requirements of the School, which should take precedence.

Please refer to the School's procedure on Study Leave for Professional Support Staff on how to make an application.

All training and study leave must be agreed in advance with the line-manager.

### **C. Training and development for personal or career development not related to School role or leisure purposes**

There is no entitlement to time off for staff in this category. However, at the line-manager's discretion, adjustments may be made to working patterns to enable staff to attend training, using annual leave, if this does not have a negative impact on the working of the team or department.

#### **2.4 Repayment of Fees on Termination of employment**

Where a staff member leaves the School within three years of being funded or part funded to complete an external training course, she/he is normally required to pay back the funding in line with the conditions set out below.

- Within 3 months, 100% reclaimed
- Within 12 months of the completion of training 75% reclaimed
- From 12 months + 1 day until and including 24 months of the completion of training 50% reclaimed
- From 24 months + 1 day until and including 36 months of the completion of training 25% reclaimed

All staff in receipt of funding for non-essential training must complete and sign the Training Agreement attached at Appendix One.

**Tina Lamai  
2015**

## Training Agreement

Name:

Employee Number:

Title of Training course funded by LSHTM:

Amount of Funding Granted:

I agree that if I leave the School for any reason during training for which LSHTM is paying or within three months of the date of completion of training for which the organisation is paying, I will be required to repay the full cost of the training.

Following this period, the organisation operates a sliding repayment scale. I therefore agree that should I cease my employment with for any reason (except through redundancy), I will repay a proportion of the funding received according to the criteria set out below:

- Within 12 months of the completion of training - 75%
- From 12 months + 1 day until and including 24 months of the completion of training - 50%
- From 24 months + 1 day until and including 36 months of the completion of training - 25%

I understand that the School reserves the right to require me to repay the organisation for training costs out of my final salary payment. I further understand that at the sole discretion of the School, it may be possible for the repayment to be made by another method (for example, by a series of repayments after termination of employment if the amount is too great to be repaid out of your final salary payment).

I agree to the terms of this agreement as set out above,

I agree to the terms therein to the deduction of wages as set out above.

Signature:

Print Name:

Date:

This agreement must be returned to your Human Resources Partner before payment can be authorised.