

## 1. Introduction

The Further Education policy's purpose is to enable employees to further develop their potential through an appropriate further education course. This is an integral part of the Training Policy and is operated in conjunction with the Equal Opportunities Policy. The policy will be reviewed and monitored to ensure FIR principles are followed.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People policies are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at [HR-JGC@graham.co.uk](mailto:HR-JGC@graham.co.uk)

## 2. Scope

The Further Education policy applies to all permanent, full, and part-time employees.

## 3. Course Approval and Management

Training under the Further Education Scheme should normally be identified and managed through the CONNECT process and should be of direct benefit to the individual and the company.

Course identification outside the CONNECT process may be considered dependent on individual circumstances and job role requirements.

When an appropriate course of study has been identified, the following details should be provided to the Divisional Managing Director and the Learning and Development team:

- Course Title
- Education provider
- Level of qualification
- Benefits to company and employee
- Course attendance details
- Course fees

All courses and details regarding payments etc must be approved by the Divisional Managing Director before commencement.

Approval for courses that require attendance during working hours will be at the discretion of the Divisional Managing Director.

The Learning and Development team will organise, manage and review all aspects of an approved further education course.

## **4. Study Leave**

Employees pursuing approved qualifications may take time off for examinations with prior agreement of their manager, such time will not affect holidays.

Study leave will also be granted, up to a maximum of five days in any one year. To take study leave employees should book a day annual leave to use to study and then the company will match this day with another study leave day, i.e., by booking 1-day annual leave and using it as a study day, the company will provide an additional study day which will not be taken from an employee's annual leave entitlement. Prior agreement with their manager will be required.

## **5. Course cost management**

### **5.1. Standard Course Fees**

Where GRAHAM agrees to pay all or any part of the course fees, a training agreement will be put in place which will outline the responsibilities of the company and the individual employee.

For courses with substantial costs (i.e., £ 500 +) employees may be required to part fund courses. The amount payable by the company will be at the Divisional Managing Director's discretion.

Employees may be requested to pay fees in advance and claim them back through the company expenses claims procedure. All claims for reimbursement must be accompanied by an invoice for costs setting out clearly the course details and associated costs.

Queries relating to fees should be directed towards the Learning and Development department who will be able to liaise with course providers of behalf of the company and the employee.

### **5.2. Exam fees**

Subject to the prior approval by the Divisional Managing Director, the Company may pay all or a part of the fees for examinations.

Additional re-examination fees will not be paid by GRAHAM and all costs incurred for re-sitting an exam must be paid for by the employee.

If an employee fails an examination, the Learning and Development team will carry out a thorough review with the employee, discuss the outcome with the Divisional Managing Director and agree the next steps with reference to the further education training agreement. Please note that failure to meet the course requirements due to employee negligence may result in removal from the course and the company seeking repayment of fees as outlined at 5.4

### **5.3. Other course costs**

No allowances will be paid for books, stationery, travelling or meals whilst attending further education courses except where residential components are integral to the approved course of study.

#### 5.4. Repayment of Training Costs

The Company reserves the right to recover some, or all of the costs associated with the further education course should the employee

- I. Voluntarily leave the employment of the company
- II. Voluntarily request to stop the course
- III. Be removed from the course due to poor attendance, behaviour and/or results

In line with the terms and conditions of the Training Agreement employees who voluntarily leave the company will be responsible for the reimbursement of fees in the following scale:

- Before completion of course - 100% of all fees paid to that date
- Within three years of completion of any given course:
  - 0-12 months – 100%
  - 13-24 months – 50
  - 25-36 months – 25%

Where an employee requests to stop attending a course before completion or who is dismissed from the course due to attendance/behaviour issues or examination failure they will be liable for reimbursement of 100% of all fees incurred to that date.

The company reserves the right to make lawful deductions from an employee's salary to cover reimbursement of any costs as per the training agreement.

When it is intended to make any such deduction, employees will be notified in advance in writing and will be invited to make any representations they may wish about the matter, including about the frequency and amounts of the deductions.