



Personal Development Policy

Document Ownership	
Policy owned by:	Human Resources
Policy written by:	Patsy Crocker
Date Policy written:	18th July 2024
Date next review due:	July 2026
Document Reference:	HTC-POL-HR-002

Version Control

Version	Date	Author	Changes
1.0	18/07/2024	P Crocker	Initial policy creation
1.1	26/08/2025	P Crocker	Amended repayment schedule, Wellbeing Day clarification
2.0	21/01/2026	S Gilmore	Major revision: CPD framework, eligibility criteria, structured procedure

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1. Purpose

Hybrid Training Centre (HTC) is committed to supporting staff in their personal and professional development to achieve their potential as employees. HTC recognises that investing in staff development benefits both individuals and the organisation.

This policy sets out HTC's approach to supporting and funding staff development, ensuring transparency, fairness, and value for money.

2. Scope

This policy applies to all HTC employees, including permanent staff, those on fixed-term contracts, and staff on proportional (part-time) contracts. Development opportunities are available to all staff regardless of role or seniority.

3. Principles

HTC's approach to personal development is guided by the following principles:

Strategic Alignment: Priority is given to development activities that support HTC's corporate objectives and targets.

Role Relevance: Development should help employees improve existing knowledge and skills or acquire new capabilities required for their duties.

Value for Money: Development budgets are limited, and HTC seeks to ensure funds are used effectively.

Fairness: All staff have equal access to development opportunities.

Reciprocity: HTC invests in staff who commit to applying their learning and remaining with the organisation.

4. Types of Development Supported

HTC may support the following types of development:

4.1 Mandatory Training

Training required for the role, including safeguarding, health and safety, and compliance training. This is fully funded by HTC and completed during working hours.

4.2 Professional Qualifications

Qualifications required for the role or that significantly enhance capability, such as teaching qualifications (AET, PTLLS, Certificate in Education), assessor qualifications (CAVA, TAQA), or technical qualifications.

4.3 CPD Short Courses

Conferences, seminars, and short courses that maintain or enhance professional knowledge and skills.

4.4 Higher Education

Degrees, postgraduate qualifications, and professional certifications where there is clear benefit to HTC.

5. Eligibility

To be eligible for funded development, staff must:

- Have successfully completed their probationary period
- Be employed on a permanent or fixed-term contract
- Demonstrate how the development will benefit HTC
- Not be subject to current disciplinary proceedings
- Agree to the repayment terms where applicable

Staff on proportional (part-time) contracts are eligible for funding on a pro-rata basis.

6. Application Process

The process for requesting funded development is as follows:

- Step 1: Complete the Application for Course Funding form (Appendix A)
- Step 2: Discuss the application with your line manager
- Step 3: Submit the application to the Group CEO for approval
- Step 4: If approved, sign the Funding Agreement (Appendix B)
- Step 5: Enrol on the course following approval

Applications should be submitted at least 4 weeks before the course start date where possible. If an application is declined, the reasons will be provided in writing.

7. Funding Arrangements

Where budgets permit, HTC will fund approved development as follows:

- Full-time staff: Up to 100% of course fees
- Part-time staff: Pro-rata based on contracted hours
- Travel and subsistence: Considered on a case-by-case basis

The percentage of fees funded, and the timing of payment (upfront or on completion), will be confirmed at the time of approval.

8. Repayment Terms

Where HTC funds professional qualifications or higher education, staff agree to repay costs if they leave within the specified period following completion.

Time Since Completion	Repayment Required
0 - 12 months	100% of total financial support
13 - 24 months	75% of total financial support
25 - 36 months	50% of total financial support
37+ months	No repayment required

If a staff member resigns during a funded course, they must repay all costs incurred, including any outstanding commitments HTC is obligated to fulfil. This payment is required before the leaving date.

In cases of non-completion due to circumstances beyond the employee's control (such as illness), the Group CEO will consider the circumstances and may waive repayment.

9. Day Release and Study Time

HTC generally discourages courses requiring full or part day-release. However, where no alternative is available or the course is particularly suitable, day release may be considered.

Where day release is approved:

- Release dates will be agreed in advance
- The employee must attend all scheduled sessions
- Missed sessions may need to be made up in own time

Staff who have been allocated a Wellbeing Day and require time for day release will use their Wellbeing Day for this purpose. The Wellbeing Day becomes available once day-release requirements are complete.

10. Examination Leave

Staff sitting examinations for funded courses are entitled to one day's paid leave for each day of examination. Examination leave is in addition to annual leave but must be agreed with the line manager and recorded on the HR system.

11. Professional Fees and Resources

HTC does not normally pay membership fees for professional associations or costs of books and other resources required for courses. Exceptions may be considered where membership is a mandatory requirement of a funded qualification.

12. Responsibilities

12.1 Employees

- Identifying development needs and opportunities
- Completing applications fully and accurately
- Attending all course sessions and completing assessments
- Sharing learning with colleagues where appropriate
- Complying with repayment terms

12.2 Line Managers

- Discussing development needs during supervision and appraisal
- Supporting applications that benefit the team and organisation
- Facilitating time for study and examination where approved

12.3 Group CEO

- Approving funding applications
- Ensuring development aligns with organisational objectives
- Managing the development budget

12.4 HR Department

- Administering the application process
- Maintaining development records
- Processing funding agreements and payments
- Managing repayment where applicable

13. Monitoring and Evaluation

HTC monitors the effectiveness of development activities through evaluation forms, performance review discussions, and tracking of qualifications achieved. Staff are expected to share learning with colleagues where appropriate.

14. Policy Review

This policy is reviewed annually or when significant changes occur. Reviews consider the effectiveness of development activities and feedback from staff.

15. Related Policies

- Performance Management Policy
- Probation Policy
- Leave and Absence Policy

Appendix A: Application for Course Funding

SECTION 1: APPLICANT DETAILS

Name:	
Job Title:	
Department:	

SECTION 2: COURSE DETAILS

Course Title:	
Provider:	
Venue:	
Date(s):	
Working Hours:	

SECTION 3: COSTS

Course Fee:	£
Travel/Subsistence:	£
Accommodation:	£
Other:	£
TOTAL:	£

SECTION 4: BENEFITS

Benefits to HTC:
Benefits to your team:
Benefits to your role:
How will you share learning with colleagues?

SECTION 5: APPROVAL

Approved:	Yes / No
Group CEO Signature:	
Date:	

If not approved, reason:

Appendix B: Funding Agreement

An award of financial support for study is subject to the terms of the Personal Development Policy and agreement to the following:

1. HTC's sponsorship will be acknowledged in writing in all related publications or presentations of any research linked to the funded study.
2. Financial support must be reimbursed to HTC in the circumstances outlined in the Personal Development Policy, specifically where employment ends within the periods specified following completion of the funded study.
3. If I resign during a funded course, I agree to repay all costs incurred, including any outstanding commitments HTC is obligated to fulfil, before my leaving date.
4. I agree that any repayment due may be deducted from my final salary if alternative arrangements cannot be agreed.

AGREEMENT

I confirm that I have read and understood the Personal Development Policy and agree to the terms set out above.

Name (CAPITALS):	
Signature:	
Date:	

Please note: Fees will not be paid or reimbursed by HTC unless a signed copy of this agreement has been received by the HR Department.

Policy Approval

Signature:

Date:

Sophie Gilmore
Group CEO
