



# COMHAIRLE NAN EILEAN SIAR

## Training Agreement

If you have not already done so you are advised to familiarise yourself with the Post Entry Training and Education Policy within the Employee Handbook prior to signing this Training Agreement. It is standard practice, where the Comhairle is covering the costs of an employee's training course, that a written training agreement will be signed prior to the commencement of training. In addition, employees will receive a contact amendment letter detailing the formal contractual changes in line with the signed training agreement.

### Employee Details:

---

Full Name *Your full name and surname* Payroll Ref. *A six digit payroll ref number*  
Contact Email *Your e-mail address* Tel No. *Your telephone number*

### Employment Details:

---

Post Title *Your Job Title* Department *The department you work in*  
Continuous Service Date *Date you commenced employment* Weekly Contracted Hours *Normal working hours*

### Course Details:

---

Course Title *Full title of course to be undertaken*  
Provider *The name of the training provider*  
Cost / Pre-Estimated Cost *Cost or estimated cost of course*  
Duration / Dates *Standard duration of course and estimated start and end dates*  
Qualification to be achieved *Full title and level of qualification to be achieved*

Any other relevant information:

### Terms of Training Agreement:

---

#### Study Time

Employees granted supported learning and development opportunities must be prepared to, and able to, undertake independent private study in their own time. This may include study and/or attendance at evening and weekend classes. Employees are required to agree to commit the time and effort required to complete the training/qualification/course and meet the responsibilities outlined by the training provider.

#### Liability for Refund of Assistance and Continuation of Employment

Employees are required to agree to remain, in post, employed by Comhairle nan Eilean Siar for a minimum period of three years after completion of the training. If employees leave their post or employment at any time, for any reason, including dismissal, once the training has been agreed and paid for, they are required to refund the Comhairle 100% of the costs/pre-estimate of cost of training, this includes leaving before commencement of the training if it has been paid for and during the training taking place. Employees should also be aware that funding can be withdrawn and employees



# COMHAIRLE NAN EILEAN SIAR

will be required to repay the full amount received if they; fail to take the relevant examinations; fail the course, do not make satisfactory progress in their studies e.g. failure to attend lectures; non-completion of coursework and/or discontinue the course before completion.

Since considerable financial outlay is involved in training for a qualification, the Comhairle will require you to remain in post, in its service, subsequent to completion of training, for a period of three years. The Comhairle reserves the right to reclaim the expenditure incurred should you leave post or the Comhairle's employment earlier than the period stipulated above as follows:

- If you leave your post within 1 years from the date of obtaining a recognised qualification - 100% of the training costs
- If you leave your post within 2 years from the date of obtaining a recognised qualification - 50% of the training costs
- If you leave your post within 3 years from the date of obtaining a recognised qualification - 25% of the training costs

The Council reserve the right in exceptional circumstances to amend the repayment terms. In the event of an employee's failure to repay the expenditure the Comhairle reserves the right to deduct any outstanding amount due under this agreement from an employee's salary or any other payments due to them on the termination of employment.

### Recognition of Achievement of Qualification

Employees are required to provide a copy of any resulting certificates to the Comhairle on the completion of a training/qualification/course. The Comhairle may wish to acknowledge and recognise employee's learning and development achievements on an individual, or a group, basis. As such employees undertaking supported learning and development opportunities are required to agree to cooperate with any publicity and/or promotion of their achievements. This could include the Comhairle's use of individuals names, job titles, learning achievement and employee photos for general promotional activities or to build individual case studies for internal and external publishing as appropriate.

### **Employee Declaration:**

I confirm that I have read and understood the Post Entry Training and Education Policy and have discussed this learning and developmental opportunity in full with my line manager. I confirm that I understand, and accept, the terms of the learning and development opportunity within this training agreement. I understand, and accept, that my contract of employment will be updated to reflect the terms of this training agreement. I understand I have a responsibility to keep my employer informed of my progress.

**Signature of Employee:** ..... **Date:** .....

### **Manager Declaration:**

I confirm that the Post Entry Training and Education Policy and learning and developmental opportunity has been discussed in full with the above employee. I acknowledge the terms relating to this training agreement and agree to monitor progress in line with the policy.

**Managers Name:** ..... **Post Title** .....

**Signature of Manager:** ..... **Date:** .....

**COMPLETED AND SIGNED AGREEMENTS SHOULD BE SENT TO HUMAN RESOURCES**

**(human.resources@cne-siar.gov.uk)**