



- 1.1 The Apprenticeships for employees to req employees or more d
- 1.2 This policy applies to study or training is to business and to impr
- 1.3 The study or training qualification.

2. Aims of the Policy

- 2.1 To ensure that staff a requirements for time
- 2.2 To ensure that <<Co imposed by law, and fairly and consistentl
- 2.3 To ensure that emplo for both the Compan

3. Qualifying Criteria

- 3.1 In order to be able to following criteria:
 - 3.1.1 They must be continuously and
 - 3.1.2 They must no preceding 12 request be igi
- 3.2 Where an employee Company will inform
- 3.3 The Company may, who are not eligible f
- 3.4 The following **do not**
 - 3.4.1 A person of c
 - 3.4.2 A person resi school age, a (Part 1 of the









rning Act 2009 introduced a right n businesses with 250

cations where the purpose of the effectiveness in the Company's he Company.

lead to the award of a

ÿ

ht to apply, and the

s with all of its obligations me off for training are dealt with

that is relevant and beneficial

ning employees must meet the

orked for the Company he date their request is made;

r time off for training in the oyee has asked that the earlier

equest in a 12 month period the ey do not intend to consider it.

sider requests from employees

time of for training:

s ceased to be of compulsory attained a level 3 qualification 2008);

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- 3.4.3 A person of 1 (Section 29 or
- 3.4.4 A young pers study or train; participate in Skills Act 200
- 3.4.5 An agency we
- 3.4.6 A person who

4. Procedure

- 4.1 An employee who wi writing] OR [using the Manager>> including
 - 4.1.1 The application statutory right
 - 4.1.2 The subject n
 - 4.1.3 Where and w
 - 4.1.4 Who would p
 - 4.1.5 What qualification
 - 4.1.6 An explanatio training would and the perfo
 - 4.1.7 The date of th
 - 4.1.8 The date and
- 4.2 Where the employee additional information employee refuses to the employee's appli writing.
- 4.3 When considering ar may believe that the proposal. In such ca employee about the subsequently and inf
- 4.4 The Company may a part. In such cases t Company agrees to a such cases to a such cases
- 4.5 Within 28 days of rec Manager>> will provi
 - 4.5.1 An acceptance

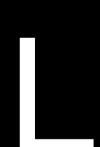
4.5.2 A suggested

4.6 Where the Company requests, the employ colleague of their che











eated as if Part 1 above applies s Act 2008);

tutory right to paid time off to d already under a duty to ction 63A of the Education and

ed Forces.

for training must do so [in m] to <<Individual e.g. HR

ide under the employee's raining;

ining or study;

g or study would take place;

aining or study;

to;

hinks the proposed study or ess in the Company's business s business;

applications.

st, but the Company requires for such information. If the formation, the Company will treat inform the employee of this in

time off for training the Company different way to the employee's ner into a discussion with the will reach its decision ing of such final decision.

vee's request but refuse another med in writing of which part the lication is refused.

e <<Individual e.g. HR ng, with either:

he request.

the employee to discuss any b be accompanied by a address the meeting and confer with the employee du of the employee. If t that the meeting is re and this should take meeting. Both the er taken away from thei

- 4.7 Where a meeting has Company's decision notification will either
 - 4.7.1 Accept the re 4.9 below; or
 - 4.7.2 Confirm a cor
 - 4.7.3 Reject the rec together with
- 4.8 It is possible for the t where:
 - 4.8.1 The extension request. This to and the date
 - 4.8.2 The <<Individ employee's re when <<Indiv
- 4.9 The Company's acce writing and confirm the
 - 4.9.1 The subject n
 - 4.9.2 Where and w
 - 4.9.3 Who will supe
 - 4.9.4 What qualification
 - 4.9.5 Whether the t work flexibly v
 - 4.9.6 How the cost
- 4.10 The employee must
 - 4.10.1 Fail to start th
 - 4.10.2 Fail to comple
 - 4.10.3 Undertake, or the agreed st

5. Refusal for Time off for Tr

- 5.1 The Company will or more of the following
 - 5.1.1 The proposed effectiveness Company's b











y not answer questions on behalf o attend, the employee can ask s convenient for all attendees, of the original scheduled ion will be paid for any time

e will be notified of the of the date of the meeting. This

ormation detailed in sub-Clause

neeting; or

hess reasons for doing so cess.

4.5 and 4.7 to be extended

the employee making the he period the extension relates is to end; or

s absent from work when the day extension period will begin returns to work.

request to train shall be in nt including:

ining or study;

or study shall take place;

will lead to;

id or whether the employee will ining; and

et.

V:

ey:

g;

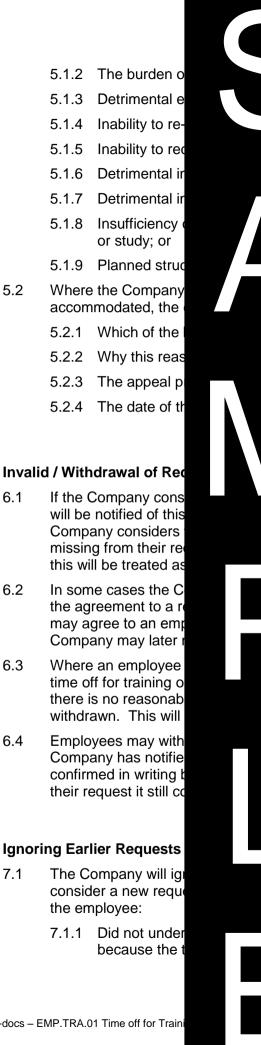
aining; or

tudy or training that differs from pect.

for time off for training on one or

hot improve the employee's ss or the performance of the

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6.

7.

7.1

6.1

stomer demand: isting staff;

s the employee proposes to train

ee's request cannot be d of this in writing explaining: in sub-Clause 5.1 is the reason;

uest to be invalid the employee include the reasons the .e. the information that was y then resubmit the request, and

iting circumstances under which In other cases the Company see circumstances in which the eement.

eting to discuss a request for ested by the employee, and ill treat the request as

writing at any point before the Such withdrawal will be here the employee withdraws purposes of this policy.

h for time off for training and he same 12 month period, where

agreed in the earlier request

- 7.1.2 Failed to start circumstance
- 7.1.3 States that th months elaps withdraw that

8. Payment

8.1 Payment for time tak

9. Appeals

- 9.1 Employees have the
- 9.2 An employee who wi <<individual/title>> w request or part of the
- 9.3 The appeal must be appeal.
- 9.4 The Company will re notice.
- 9.5 Where the employee employee and provid received should their Clause 4.9.
- 9.6 Where the Company will arrange an appea employee's appeal n friend or colleague.
- 9.7 Where practicable th to the one that review
- 9.8 The Company will no 14 days of the appea
 - 9.8.1 Uphold the approvided if the 4.9; or
 - 9.8.2 Dismiss the a grounds apply
- 9.9 Any time limits in this
- 9.10 The appeal decision outcome, they may u of which can be foun

10. Equal Opportunities

10.1 In line with the Comp







eed due to some unforeseen

equest in error before the 12 the Company that they wish to

e sole discretion of the Company.

of a request for time off to train.

so in writing to tified of the refusal of their

ployee's grounds for making the

eceiving the employee's appeal

e Company will write to the ormation they would have accepted as set out in sub-

bloyee's appeal, the Company in 14 days of the date of the intitled to be accompanied by a

be heard by a different manager request.

appeal decision in writing within n will either:

ion that would have been pted as set out in sub-Clause

s for the decision and why those

ed with the employee's consent.

byee remains unsatisfied with the al grievance procedure, a copy t / person>>

policy, there will be no less

5

favourable treatment request for time of to employment tribunal



made or intend to make a make a complaint to the off to train.

This policy has been approved &

Name: <<Insert

Position:

Date:

<<Date>>

<<Insert

Signature:

ources Manager>>

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