PRESCRIPTION PRICING AUTHORITY

FURTHER EDUCATION

1. INTRODUCTION

1.1 The PPA recognises the benefits to the employee and the organisation where employees undertake courses of further education which are relevant to both the PPA and the actual work and career prospects of the employee.

2. GUIDELINES

2.1 Financial Assistance may be 75% of registration, tuition and examination fees, and 75% of costs of recommended text books up to £50. The costs of becoming a member or student member of a professional body are not included

2.2 Up to one standard working day per week will be granted as study leave. Staff should not normally be expected to use flexi-time in order to attend a course of study.

2.3 the number of staff on day release in pursuit of further education is subject to:

2.4 The Director of Human Resources approval as to the relevance of the course of study to the PPA in particular, the NHS in general, and the actual work and career prospects of the employee.

2.5 The assurance of the Head of Division that the employee has both the ability and the application necessary to successfully complete the course.

2.6 The assurance of the Head of Division that the ability of the Division to handle its workload will not be impaired ie that work volumes and targets can be achieved.

2.7 The training budget is held by the Human Resources Department and the Corporate Training and Communications Manager will monitor training expenditure.

2.8 These arrangements include Information Technology Division staff's further education.

2.9 Heads of Divisions will be expected to notify on an annual basis, their estimated needs for the academic year, for budget preparation purposes. A deadline of 1 September shall operate for these purposes, failure to notify may result in no allocation being agreed.

3. PROCEDURE

3.1 Following a formal request to the Head of Division the employee completes section 1 of the 'Application Form for Further Education Assistance' and submits it to the Head of Division.

3.2 The Head of Division completes Section 2 of the form and signs it before forwarding it to the Corporate Training and Communications Manager.

3.3 The Director of Human Resources considers the application and informs interested parties of the decision on whether or not the further education is approved.

3.4 A new application form must be submitted for each academic year of a course.

3.5 The student's estimate of costs in Section 1 of the form needs to be reasonably accurate to ensure reimbursement.

4. CONDITIONS

4.1 Normally an employee would be expected to remain in Health Service employment for a period of at least 2 years from the date on which a qualification was obtained, or the course study ended.

4.2 An undertaking will be required from the employee to this effect and where the employee fails to honour the undertaking then the Authority may require the repayment of all or part of the expenses paid.

4.3 The continuation of any such assistance granted will be dependent on satisfactory progress during the course of study. This may be judged by such things as regular attendance, the passing of examinations and by the receipt of favourable reports from the educational institution involved.

4.4 Employees should be made aware before undertaking a course of study that if a course is abandoned they may be required to repay course fees etc in full, if the reasons given are not deemed to be satisfactory. The Corporate Training and Communications Manager will determine whether or not this is the case.

4.5 Study leave for examination and revision purposes should be granted on the basis of one day per exam for revision purposes and a further half-day per examination. This does not apply to re-sit examinations.

5. WHITLEY

5.1 This statement does not override any Whitley Council Regulations.