

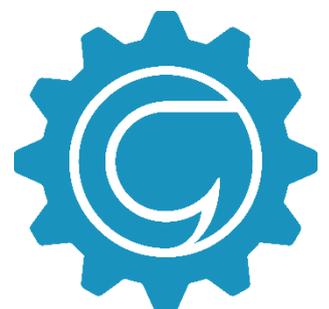


# HANDBOOK

**YOUR LEARNING AND DEVELOPMENT**

**Supporting Personal and Professional Development**

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## OUR PROMISES TO YOU

### We will...

- Develop and provide a wide range of learning and development opportunities to support you at work
- Aim to maintain provision of the highest quality by responding to feedback
- Support you to identify and retain a record of the training that you have received
- Ensure and monitor the quality of the learning
- Measure the impact of learning over the short term and the long term

### You can expect ...

- Support when considering your developmental needs
- To take advantage of a range of training titles and learning experiences
- A variety of learning and development methods that are appropriate to you
- A comprehensive record of your learning and development

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## THE PURPOSE OF LEARNING AND DEVELOPMENT

The aim of the Council is to put the people of Gwynedd at the heart of everything we do and provide the best services for them by working as one team.

In order to do this, it is essential that our staff learn and develop to have the skills, information and understanding to complete their work effectively; with the necessary behaviours, attitude and confidence. It is therefore important that there are ongoing opportunities and activities to develop a robust learning culture in the Council and support to commit to this on every level to develop our staff.

## YOUR LEARNING

It is important that everyone has the opportunity to intertwine a range of learning and development activities which is a combination of the following:

- **Learning through experience** – Learning through identifying experiences, good practice and activities in the post from day to day
- **Social learning** – Learning through collaborating on projects, receiving feedback, sharing information and receiving motivational opportunities and/or mentoring
- **Formal learning** – Learning with a structure such as corporate training, workshops, webinars and e-learning.

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## RESPONSIBILITIES

This is an overview of the main responsibilities when considering your learning and development.

### The Individual

Every staff member's job description includes a standard clause that highlights their responsibility for self-development. The meaning of this is:

- Developing and receiving learning opportunities is part of every individual's post in the Council
- Every individual has a responsibility to develop him/herself to perform effectively in the post, and perhaps to prepare for higher responsibilities
- Individuals should discuss their developmental needs with their managers in their continuous appraisal discussions, to get support before making a formal application for learning
- Individuals can discuss their developmental needs with learning and development experts to identify training that is appropriate for them
- Individuals are expected to attend training when an application has been made if there is no sufficient reason for not attending

### Line Managers

Your line manager has an essential role in your continuous development. Specific time should be arranged with your line manager to discuss your personal development. The discussions will include what skills, understanding and strengths need to be developed to realise your priorities, to make progress towards a career objective or to help you and the team to perform more effectively.

*There is further information about these discussions in the [Continuous Appraisal](#) section.*

## THE LEARNING AND DEVELOPMENT SERVICE

The Learning and Development Service is located within the Corporate Services Department. One part of the service's work is to lead on the work of ensuring that every staff member has access to training opportunities, supporting the continuous personal and professional development of all Council staff.

### **The main responsibility of the Service in terms of training is to:**

- Support and develop individuals and teams across every Council department to achieve their role to the best of their ability, to provide valuable services to the people of Gwynedd
- Develop and foster a culture that allows staff and members to give their best to the people of Gwynedd
- Attract and develop an appropriate workforce for the future
- Contribute towards developing plans that improve services for the benefit of the residents and communities of Gwynedd and local businesses

### **The aim of the Service in terms of training is to:**

- Be able to offer a flexible programme of appropriate learning titles, with easy access to them
- Be able to offer a range of various and innovative learning methods
- Address the needs of individuals, departments and the organisation generally
- Every individual has developmental opportunities appropriate to their situation
- Offer a consultation service to support individuals and departments to identify appropriate developmental needs
- The learning and the development have a positive and firm impact
- Encourage and create an environment where individuals can take advantage of experiences to implement and reinforce the learning
- Respond to feedback following training to identify how to improve and develop the provision continuously
- Support and develop quality trainers internally and ensure robust arrangements when commissioning external provision

## LEARNING AND DEVELOPMENT FRAMEWORK

The Learning and Development Framework provides a comprehensive list of training titles available for all Council staff. Training that is relevant to every staff member, across every department, is known as training on an **‘Organisation’** level (*or Corporate Training*). This training is administered and provided by the Learning and Development Service.

The table below defines training titles based on level. The service uses this table as a basis to identify the type of training provided.

LEVEL	TYPE	WHOM?	EXPECTATION
Organisation Corporate	<b>Mandatory</b>	Everyone	<b>Everyone</b> in the Council must complete every mandatory title
	<b>Core</b>	High priority to fulfil a role. A title that’s relevant to everyone in the category.	Strongly recommend for everyone within the category to complete the core titles.
	<b>Developmental</b>	Available for individuals in the category	Optional titles
Post	<b>Core</b>	High priority to fulfil a post. Relevant title for everyone in the post.	Strongly recommend for the post-holder to complete these titles
	<b>Developmental</b>	Available for every individual within the service and/or department	Optional titles

There are five categories of staff on organisation level, with specific frameworks, namely:

1. Corporate Management Team, Assistant Heads and Heads of Department
2. Managers and Team Leaders
3. Staff
4. Apprentices and Trainees
5. Elected Members

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Every title is divided into the 8 areas, namely:

- Health and Safety
- Equality
- Management
- The Council's procedures
- Welsh Language
- Well-being
- Personal Development
- Digital Skills

**The training titles available to you can be seen through the Staff Development Module (MoDS) available through the Staff Self-Service Site.**

## CONTINUOUS APPRAISAL

There is emphasis on maintaining a continuous discussion amongst managers and staff, with the aim of improving performance and productivity, and increasing engagement. There are three main elements to any continuous developmental discussion here, namely;

1. To give instant feedback
2. To hold regular and effective 1:1 discussions on well-being and development
3. To have career development discussions led by the individual

Ideally, a discussion must be held once a month between the Line Manager and staff member. It is essential to record the content of the discussion on MoDS once every six months. More details on this, with instructions to support the discussion/chat/meeting, can be found on the Intranet under Learning and Development.

ONE-YEAR CYCLE	
<b>Every meeting</b>	<ul style="list-style-type: none"> <li>• Well-being</li> <li>• Chatting</li> </ul>
<b>Every three months</b>	<ul style="list-style-type: none"> <li>• Work generally</li> <li>• Prioritising tasks</li> </ul>
<b>Every six months</b>	<ul style="list-style-type: none"> <li>• Identify training / development / support</li> <li>• Recording a discussion on MoDS</li> </ul>
<b>Once every year</b>	<ul style="list-style-type: none"> <li>• Work principles</li> <li>• Discuss job description</li> </ul>

Conducting discussions between the Line Manager and staff members is an effective method to raise awareness of progress against the priorities and objectives that have been agreed. The more often discussions like these are held, the better, aiming towards having one discussion/meeting every month. The aim is to be able to conduct open discussions, meaning that there will be honest discussions about progress against their priorities and objectives. There may be a need to amend priorities and objectives as the situation changes and there will be an opportunity to discuss this in the discussions over time.

Line Managers and staff members should allocate time to discuss their personal development. Discuss what skills, understanding and strengths need to be developed to realise their priorities, to make progress towards a career objective or to help the individual or team to perform more effectively. This could lead to improving staff productivity and morale. The Organisation's Learning and Development service conducts various training courses to support staff development.

It is essential that the well-being element is addressed when conducting Continuous Appraisal discussions. In most discussions, any problems or concerns identified and discussed can stay within the boundaries of that discussion. Sharing the load and being aware that support is available might be enough. Where there is a case where more information is required, staff members from the Occupational Health and Health and Safety services are available to support.

Further guidelines about suggestions on how to conduct Continuous Appraisal discussions, General Questions and contact details if there are concerns are available on the Intranet under the Learning and Development tile in [Continuous Appraisal](#).

Providing opportunities to be able to conduct these discussions is not an easy process in everyone's work environment. Once again, there is an offer for you to contact the Learning and Development service to discuss and identify ways to be able to conduct discussions.

## LEARNING AND DEVELOPMENT PANEL

The demand for new training titles come from many directions. Every request will go through the Learning and Development Panel.

### The role of the Learning and Development Panel will be to:

1. Assess requests to add new titles to the framework or remove some if required
2. Change the status of mandatory / core / developmental titles
3. Agree on the content of the Learning and Development Guidelines and Policy

### The Learning and Development Panel Arrangements

- The Panel will meet twice a year
- The Panel will change membership every two years
- There will be nine members and at least six will be required to be present to make decisions
- The panel will be chaired by a member of the Learning and Development Service

The panel will include:

WHOM?	NUMBER
Chief Executive or Director	1
Head or Assistant Head (from two different departments)	2
Service Manager (from two different departments)	2
Internal trainer	2
Members from the Learning and Development Service	2

Changes in legislation or unexpected situations can create the need to add training titles urgently. In such a situation, the Head of Corporate Services Department can authorise the request.

## THE CORPORATE TRAINING PROVISION

### Time off work

You have a right to attend corporate training. You will receive full pay whilst taking part in the training. You are able to claim travel expenses to training sessions should the location not be at your usual workplace. It is important that you discuss with your line manager before applying for training. Your line manager has a right to refuse your application, providing there are valid reasons.

### Funding

Titles on the Learning and Development Framework and designated as corporate training and will be financed centrally. Departments are expected to fund training on their own post level.

### Staff Development Module (MoDS)

[MoDS](#) is available to every staff member through the Self-service site. You can have access to the titles and events available here. You will be able to register on training that has been arranged, as well as put yourself on a waiting list where an event has not been arranged.

Registering for training is very simple. You only have to click on the Register button after finding a title or event that you need. Your line manager will receive a notification once you are registered for training. They will also have access to a specific report that shows every training request that you have made. Note that there is no restriction to the number of events that can be attended. What matters is that you attend the training that is noted for you.

Should circumstances arise which mean that you are unable to attend the training, it is your responsibility to take your name off the training either through MoDS or by contacting the Learning and Development Service. This can be done through MoDS if the training is 7 working days or more away. However, if the training is being held in less than 7 working days, then you will have to contact the Learning and Development Service. Remember that when you register on training, you are agreeing to the terms and conditions of the **ATTENDING CORPORATE TRAINING AGREEMENT** ([Appendix 1](#)).

### Recording your Learning on MoDS

Your [Learning Record](#) on MoDS is a record of all the things that you have completed – this includes internal events, e-modules and all the policies.

- Every event organised by the Learning and Development Service is automatically recorded
- The record for e-modules will be updated weekly

It should be noted that even if you change your post within the Council, your Learning Record will still be available for you – there will be no change. The Learning Log allows you to register any training or additional personal learning that you have done – e.g. attending a conference. For those staff members who need to report on the CPD (Continuous Professional Development) hours, then it is possible to have a report for this on MoDS.

### Specific Needs

It is your responsibility to let us know if you have any specific needs for the training that you will be attending. You can do this by registering through MoDS, or you are welcome to contact the service. A discussion with you prior to the training will allow us to see what reasonable adaptations are possible for you.

### A pilot for every New Training

The first event of every new training title (*internal and external*) will be treated as a pilot. They will be assessed against a detailed criteria to ensure that they respond to the requirements and reach the expected quality. Also, an annual assessment will be conducted by the panel to ensure that the training is fit to purpose. We might ask you to be a part of the pilot.

### Online training

When adapting to do flexible working, it has been essential to be able to offer some opportunities online. It is anticipated that we will continue to offer the majority of the training face-to-face, but we will attempt to offer some of the events online, as long as it is suitable and has no impact on the content or quality.

## Locations

Where it is practically possible, face-to-face events will be arranged in locations:

- close to workplaces in different areas within the County
- appropriate in terms of access and resources/facilities based on equality

Every effort is made to use the Council's internal resources, but at times where this is not possible, we will then use external locations.

## Before Attending the Training

- You will receive a message confirming your place on the training when registering through MoDS – if you have not received anything, then contact the Learning and Development Service to ensure that there is space for you.
- If the training is online, then you will receive a meeting request from us in addition to a link to join.
- If the training is internal, then you will receive a message from the trainer a few days before confirming the arrangements, reminding you of the Purpose / Aim and Objectives and providing information about the format / structure of the training. You should contact the trainer if anything is unclear.
- If you are unsure about a training location (face-to-face), then contact either the trainer or the service.

## During the Service

- We ask you to ensure that you arrive on time to every training
- The trainer will explain any house rules at the beginning of the training – e.g. to turn off mobile phones, the procedure for asking questions, whether or not to bring a laptop to a training session.
- A cup of tea will be available for any face-to-face training that is longer than two hours – the trainer will let you know when the breaks will be during the training. Note that you are also welcome to bring your own cup of tea with you.

### After the Training

- **\*\*\*IMPORTANT\*\*\* It is essential that you give us feedback after attending every training.**
- You will be asked to present your feedback as usual through MoDS (a link will be sent to you after the training). The procedure of gathering feedback can sometimes be quite different (e.g. if it is a pilot training or external training).
- It will not be possible for you to print an attendance certificate from MoDS without presenting feedback for the training. The 'Feedback' button will turn to 'Certificate' once the feedback has been completed.
- Certificates for the training where work is presented (e.g. ILM / IOSH) will be sent to you once our service has received them (this could take some weeks depending on the organisation / body that is marking). These will be sent to you either through the internal post or to your home address.
- Due to the cost associated with these certificates, we are unable to pay for a new copy in the case of an individual's certificate getting lost or damaged.
- After attending any training, we suggest that you take a look at the [Learning and Development](#) site to see what further titles are available to you. Or you can note any further training required on the feedback form.

## LANGUAGE

### Language Specifications

- The Welsh language is an essential skill for every post in the Council and specific language specifications (requirements) have been set for every post
- There is a specific level for Listening and Speaking, Reading and Understanding and Writing
- You can see the different levels in [The Council's Language Framework](#)
- If you do not reach the language specifications of your post, you are asked to commit to following a language training programme to achieve the language specifications within a reasonable timetable. Your line manager also has a duty to ensure that you follow the programme. Support is available from the Welsh Language Learning and Development Officer.

### Welsh Language Self-assessment Questionnaire

- A questionnaire is available for you to assess your own language level
- It is available on the staff Self-service site – [Welsh Language Self-assessment Questionnaire](#)
- You can see your language level on MoDS under 'My Learning Record' and 'Language Skills'
- It is a way of offering opportunities to all Council staff who wish to develop their Welsh language skills, either to keep the standard or achieve the language specifications of their posts
- It also answers the statutory requirements of the [Language Standards](#) (Welsh Language (Wales) Measure 2011)
- Finding your language level is useful before arranging to go on language training

### Support for Learning and Development Welsh Language Skills

- To discuss any demands for language training (learning or developing skills), you can contact the Welsh Language Learning and Development Officer – [dysgucymraeg@gwynedd.llyw.cymru](mailto:dysgucymraeg@gwynedd.llyw.cymru)
- The Welsh Language Learning and Development Officer can discuss the different training options and let you know what additional support is available.
- Learning opportunities are available on all levels: Taster, Entry, Basic, Intermediate, High, Refresher and Increasing Confidence.

- Opportunities to learn or develop Welsh language skills will be coordinated by the Welsh Language Learning and Development Officer and offered either internally within the Council or from external providers
- The [Cyfeillion Cymraeg \(Welsh Friends\)](#) scheme is available internally to support individuals who wish for an additional opportunity to use and develop their language skills.
- There are many different resources available to support you to learn Welsh and to develop your skills. You can find information about the resources on the [Language Training Hub](#).
- The Language Awareness e-module is mandatory for every member of staff. Language Awareness training is available face-to-face, and it is possible to consider requests to conduct specific sessions for teams.

### Registering on the Language Training

- If registering on external training, ensure that you have discussed the training with the Welsh Language Learning and Development Officer and have received your line manager's permission.
- Ensure that you and your line manager have read and understood the [Language Training Agreement](#)
- You will have to register on the training yourself through the external provider
- The Learning and Development Service will pay for the language training costs (unless there is a substantial cost requesting further discussion)
- You can register on any internal language training through MoDS

There is a need to ensure that individuals who are learning Welsh, regardless of their language level, have every opportunity to be able to fully take advantage of our provision. If you are learning Welsh and have concerns (about following internal training through the medium of Welsh), then it is your responsibility to contact the trainer for a discussion. The trainer will be able to assess the support that you require. If it becomes clear that you need a translator to be able to follow the training, then arrangements will be made for you. Our service will ensure that resources for every training is available in Welsh and English.

When commissioning external training, every effort is made to find a provider that can offer the training in English and Welsh, but it should be noted that this is not always possible. In such situations, we

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would discuss with the provider to see what is possible (e.g. ensure that Welsh resources are available even if the presentation is in English).

## WELCOME

The Welcome phase is important to everyone who is appointed to a new post within the Council. It is a period that continues for the first six months of the job. During this period, you should:

- Develop an understanding of the Council's values and culture
- Become familiar with relevant procedures
- Understand expectations in terms of behaviour and duties to fulfil your role

To help you with this, most staff within the Council's main departments will be invited to a Welcome Workshop. The Welcome Workshop is held in Caernarfon to ensure that everyone has the opportunity to become familiar with the Council Headquarters location. It will last half a day and you will:

- Meet other staff members who are new to the Council
- Receive important information about the Council and your role as a staff member
- Have an opportunity to ask any questions that you have
- Take part in fun activities
- Have an official welcome to the Cyngor Gwynedd team

A specific page is available on the Council's intranet which includes relevant information to every new staff member, including a copy of the Welcome Pack: [Council's New Staff](#)

## E-LEARNING

e-learning is learning and teaching whilst using technology. It is provided through electronic devices such as computers, tablets and even mobile phones that are connected to the internet. This enables learners to learn any time and from anywhere. There are many benefits of using e-learning, including:

- Learning any time (24/7)
- Learning anywhere that is connected to the internet
- Less time spent away from the workplace
- A reduction in travel time
- A reduction in training costs per head
- Enriches the learning experience for the individual
- Experiencing effective understanding level

Our vision as a Council is that:

- e-learning is a fundamental method of presenting and enriching learning.
- e-learning is used creatively to improve the learning experience.
- e-learning is an integral part of developing skills and sharing information.
- the workforce can get a hold of comprehensive, correct and up to date information about their training.
- e-learning is available to all staff members.
- staff have the relevant skills to get the full value of e-learning.
- e-learning monitoring (standard and consistency) happens regularly.
- the best use of the technology available.
- an easy system is in place in terms of gaining access, keeping a record and reporting on training through technology.

You can complete the e-modules in the e-learning Portal by using this [link](#) or through the intranet.

Mandatory Titles are a list of training that is important to the way that we work as an employer. As a Council staff member, every staff member is expected to complete the following training:

- Data Protection
- Freedom of Information
- Equality
- Safeguarding
- Welsh Language Awareness
- Violence Against Women, Domestic Abuse and Sexual Violence
- Prevent
- Health and Safety

The requirement to complete the Mandatory titles above is part of the work contract of every Cyngor Gwynedd staff member. You can check if you have completed a Mandatory Title through [My Learning Programme](#) in My Employment on the Self-service site. The record will be updated weekly. Reports recording completion will be produced for different services as required. In addition, Managers are able to see their Staff's record on the Self-service [\(Guidance\)](#).

## GAINING QUALIFICATIONS

If a staff member completes a qualification, they are expected to sign the **CYNGOR GWYNEDD GAINING QUALIFICATION AGREEMENT**. There is a copy of the agreement in [Appendix 2](#). You will have to e-mail [dysgu@gwynedd.llyw.cymru](mailto:dysgu@gwynedd.llyw.cymru) to receive the full document.

There are three main reasons why a staff member would gain a qualification, namely:

- 1. A qualification necessary for the post** e.g. professional trainee, engineering qualifications, planning, professional qualification etc.
- 2. A professional development qualification** e.g. professional qualifications that are not completely necessary to the post e.g. MBA
- 3. Qualifications that are arranged by the Council that are useful to the post** e.g. ILM qualifications

The decision and permission to gain a qualification for reasons number **2** and **3** above will be made at the line manager's discretion. A line manager can refuse these requests based on the suitability of the qualification, work pressures, costs or the length of the individual's contract.

Although there is special permission for an individual to be absent from work to attend the course, it is not possible to guarantee additional time from work to write assignments or revise for exams. This would depend on the individual's specific situation (work pressures, full or part-time contract etc). Any additional time would be decided at the line manager's discretion. As guidance, and possibly, up to one additional workday per module would be appropriate.

Ensure that you have read and agreed to the full terms and conditions before signing the agreement. However, see the summary below. When signing the agreement, you as an employee are agreeing on a formal contract, where what is listed below is relevant:

- Special permission is given to you to be absent from work to attend the course.

- The Council will pay all the costs of the course.
- The Council will also pay for all the costs related to the course, such as travel and subsistence costs.
- The employee must attend the full course.
- The employee must complete all the coursework, assessments, exams or other required activities related to the course.
- The employee must inform their Line Manager consistently about progress and note any change in circumstances as soon as possible.
- The Learning and Development Service has the right to contact the course provider to have reports on progress related to the employee. If it is deemed that the progress is unsatisfactory, the contract might come to an end, and the employee will have to repay the course fees.
- If the employee leaves their post with the Council before the end of the dates noted as expected commitments, the employee will have to repay the course fees.

The cost will be calculated based on the number of years that have gone past since completing the course as noted in the following table:

LEVEL	EXPECTED COMMITMENT	% REPAYMENT		
<b>Level 6 and 7</b> e.g. Degree and Master's	3 years	<b>YR 1</b> 100%	<b>YR 2</b> 75%	<b>YR 3</b> 50%
<b>Level 3, 4 and 5</b> e.g. BTEC or HND	2 years	<b>YR 1</b> 100%	<b>YR 2</b> 75%	<b>YR 3</b> 0%
<b>Level 1 and 2</b> e.g. BTEC or Foundation	1 year	<b>YR 1</b> 0%	<b>YR 2</b> 0%	<b>YR 3</b> 0%

- If the employee does not fully complete the course, the employee will have to repay the course fees.
- If the employee has missed the course, or has not completed it within the time agreed, the employee will have to repay the course fees, including travel and subsistence costs associated with the course.

- This contract might be extended in accordance with any extension/delay related to the course, subject to permission from the Learning and Development Service. Workers must present a written request for permission to do this and receive approval for any extensions/delays as soon as possible, before agreeing this with the course provider.

## **APPENDIX 1 – ATTENDING CORPORATE TRAINING AGREEMENT**

When attending any Corporate Training, you will commit to the following:

1. You must make a request for training on the Self-service system. Your line manager will receive a message through the Self-service system noting the request. The Line Manager is not required to do anything further if they support the request. This will be taken as confirmation that the Line Manager supports you to attend the training. It is possible for the Line Manager to refuse the request on the Self-service system, noting a valid reason.
2. If there is no appropriate training event available, you can join a ‘waiting list’ on the Self-service system. Once an event will be available, you will receive a message with details of the new event through the Self-service system. You must then make a new request on the Self-service system.
3. If you are unable to attend the training, it is your responsibility to inform the Learning and Development team **at least 7 days before the date of the training**. In urgent circumstances, you must contact the Learning and Development team directly through [Dysgu@gwynedd.llyw.cymru](mailto:Dysgu@gwynedd.llyw.cymru)
4. If you have not given 7 days’ notice, the Learning and Development team will contact your line manager asking for an explanation and note that a repayment will be claimed by the Department if a sufficient reason is not provided. Training means significant costs for the Council, and the repayment will reflect that:
  - The cost of the training where there is an external provider
  - £60 for internal face-to-face training
  - £25 for internal virtual training
5. The Learning and Development team acknowledges that there may be unforeseen circumstances that are reasonable and valid reasons for not being able to attend training e.g. sickness. The circumstances must be unexpected, and ‘work pressures’ or ‘annual leave’ are not acceptable reasons (*as the Line Manager has confirmed that the individual is able to attend the training by approving the request*).
6. It is the Line Manager’s responsibility to inform the Learning and Development Service if they feel that it is unreasonable to pay the costs. Should the Learning and Development team receive confirmation that the circumstances are reasonable, within 7 days of the date of the training, the request for repayment will be withdrawn.
7. For training that requires presenting assignments, the Learning and Development Service may claim a repayment from the department if the assignments are not presented by the individual. The Learning and Development Service recognises that unforeseen circumstances may arise, but you must have the trainer and the Learning and Development Service’s permission for any extension.

**APPENDIX 2 – QUALIFICATION AGREEMENT****CYNGOR GWYNEDD GAINING QUALIFICATION AGREEMENT**  
Cyngor Gwynedd Qualification Agreement**DETAILS**

<b>NAME OF INDIVIDUAL</b>	
<b>ADDRESS</b>	
<b>JOB TITLE</b>	
<b>DEPARTMENT</b>	
<b>LINE MANAGER</b>	

<b>COURSE TITLE</b>	
<b>TYPE OF QUALIFICATION</b>	
<b>START DATE</b>	
<b>END DATE</b>	
<b>PROVIDER</b>	
<b>LOCATION</b>	
<b>ONLINE OR NOT</b>	
<b>FULL COST OF THE QUALIFICATION</b>	

**Ensure that you have read and agreed to the full terms and conditions before signing the GAINING QUALIFICATION AGREEMENT.**

This **AGREEMENT** is made on the first day of \_\_\_\_\_, 20\_\_\_\_\_

## **BETWEEN**

**(1)** The individual noted above and employed by Cyngor Gwynedd (from now on, he/she is called the “Employee”)

**(2)** Cyngor Gwynedd (the “Employer”)

**AS** the Employee has asked the Employer to permit him/her to attend/follow a study course referred to in the Details, and complete the exams or assessments arising from or following the arrangements above (from now on, the course and the exams are called the “Course”) by allowing him/her the absence required from work under the Employer’s employment and to make specific financial provision to ensure that the Employee is able to follow the Course and gain the qualification referred to in the Details. Reference is made to the right to financial provision in clauses **1.2** and **1.3**.

The Course will be fully completed by the date noted in the box **END DATE** in the Details or by any amended date that the Employer and Employee agrees to in writing in accordance with clause **5** of this agreement.

## **1. THE EMPLOYER’S COMMITMENT**

In accordance with the terms and conditions in the Agreement and including the additional matters referred to in clause **6** the Employer will:

- 1.1.** allow the employee the absence required from work to attend any session that is part of the Course;
- 1.2.** pay all the training fees and all the registration fees associated with the Course;
- 1.3.** pay Travel and Subsistence allowance to the Employee in regard to the time spent to attend the Course. The right to receive these allowances, as well as the matters referred to is part of the Employer’s travel and subsistence policy.

## **2. THE EMPLOYEE’S COMMITMENT**

In accordance with the terms and conditions noted in this Agreement, the Employee will:

- 2.1. attend all the sessions arranged in relation to the Course in a loyal and conscientious manner, whether they are held here or at the establishment running the course (which is called “Course provider” from now on) or through any medium;
- 2.2. complete any relevant documents in a loyal and conscientious manner namely, amongst other things, coursework, assessments or exams etc. which lead to gaining the qualification or the relevant accreditation at the end of the course;
- 2.3. inform the Employer of his/her progress during the Course in accordance with the requirements of the Employer and agree that the Course Provider declares to the Council in writing any information that the Employer asks for.

### 3. PROGRESS REPORT

- 3.1. The Employer will have the right at any time during the Course period to correspond with the Course Provider and ask for a written report on the progress of the Employee on the Course.
- 3.2. Should the Course Provider report that the Employee is neglecting their studies significantly in the Course Provider’s opinion, then the Employer will give a warning to the Employee that they have a right, if the course provider does not send a satisfactory report before the end of the six weeks from the written warning, to revoke this agreement and claim from the Employee a full repayment of the funding paid from the Employer under Clauses **1.2** and **1.3** of this agreement.

### 4. THE EMPLOYER’S RIGHT TO RECEIVE A REPAYMENT

- 4.1. In addition to the right to have a repayment as noted in clause **3.2** above, should the Employee, through his/her own choice, leave the Employer before the end of the periods noted in the following table in the **EXPECTED COMMITMENT** column, then the Employer has the right to demand a repayment from the Employee in regards to the funding paid by the Employer under Clauses **1.2** and **1.3** of this Agreement and claim the percentages of the amount paid as follows:

LEVEL	EXPECTED COMMITMENT	% REPAYMENT		
		YR 1	YR 2	YR 3
<b>Level 6 and 7</b> e.g. Degree and Master’s	3 years	100%	75%	50%
<b>Level 3, 4 and 5</b> e.g. BTEC or HND	2 years	100%	75%	0%
<b>Level 1 and 2</b> e.g. BTEC or Foundation	1 year	0%	0%	0%

The expected commitment date will be on the date after the Employer receives evidence that the qualification has been passed in full.

**4.2.** Should the Employee, before the Course End Date as noted in the Details or any other amended date in accordance with clause **5**, either leave the Course or stop working for the Employer for another reason except redundancy, then the Employer has the right to claim from the Employee a full repayment of all the funding that the Employer paid under Clauses **1.2** and **1.3** of this Agreement.

**4.3.** If the Course Provider believes that the Employee, by the Course End Date or any amendment to the date under clause **5**, has missed the Course, then the Employer will have the right to demand that the Employee fully repays all the money (or part of it as the Employer decides in accordance with its discretion) that the Employer paid in accordance with clauses **1.2** and **1.3** of this Agreement.

**4.4.** Should the Employee not receive an offer/have a long enough work contract to be able to fulfil the expected commitment and it would not be possible for the Employer to renew/extend the work contract, then the Employer will not claim a repayment once the work contract has come to an end.

**5. EXTENDING THE COURSE**

If it is necessary or should the Employee, for whatever reason, wish to extend the Course End Date, then they must formally ask the Employer for permission to do so and that permission (if granted)

will be recorded in writing and attached to this Agreement and equivalent documents and all parties must agree that all the Agreement's terms will continue to be relevant and operational between them.

## **6. THE INCORPORATED TERMS**

This Agreement, and the conditions outlined above, will be incorporated with any additional employment conditions relating to the development of the Employee where this is highlighted in the Employee's appointment letter and/or the brief statement, where relevant.

## CONFIRMATION

The Employee confirms the following:

- My name is correct**
- My address is correct**
- My job title is correct**
- The course title and the qualification are correct**
- The qualification end date is correct**
- I have read and understood the agreement**

## SIGNATURE

**TO TESTIFY TO THIS**, this Agreement has been signed by the relevant parties below.  
We confirm that we will commit to what has been outlined above.

	<b>NAME</b>	
<b>THE EMPLOYEE</b>	<b>SIGNATURE</b>	
	<b>DATE</b>	
<b>On behalf of THE EMPLOYER:</b>		
	<b>NAME</b>	
<b>LINE MANAGER</b>	<b>SIGNATURE</b>	
	<b>DATE</b>	
<b>HEAD OR ASSISTANT HEAD</b> (For level 6 and 7 only)	<b>NAME</b>	
	<b>SIGNATURE</b>	
	<b>DATE</b>	
<b>Member of the Learning and Development Service</b>	<b>NAME</b>	
	<b>SIGNATURE</b>	
	<b>DATE</b>	