**QA2 – Qualifications/Training Learning Contract**

**Please refer to** [**Qualifications Guidance**](https://www.highland.gov.uk/peopleandperformance/downloads/file/483/qualificationguidance2009_09_v2doc) **document when completing this form.**

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| **Name** |  |
| **Post Title** |  |
| **Qualification/training being undertaken** |  |
| **Target start & end dates** |  |
| **Is there a requalification period for this learning?** |  |
| **If yes, please specify date** |  |

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| Gender | Female  Male  Other  Prefer not to say |
| Ethnic Origin – see [guidance notes](https://www.highland.gov.uk/peopleandperformance/downloads/file/483/qualificationguidance2009_09_v2doc) |  |
| Do you consider that you have a disability? | Yes  No  Prefer not to say |
| Work-based Mentor/Coach | Name:  Contact: |
| THC Modern Apprentice Centre support person if applicable | Name:  Contact: |
| Awarding Body support person | Name:  Contact No: |
| Time commitment during work hours |  |
| Time commitment during own time |  |
| Access to support workshops |  |
| Access to materials |  |
| Study Leave required |  |
| Examination/assessment time required |  |
| Method of Achievement please select | Formal examination - written  Formal examination - practical  Continuous assessment  Workplace assessment with portfolio  Project submission  Oral exam |

This agreement applies to all staff (including MA’s/GA’s who are undertaking training) who receive time off work or during work hours and/or require financial assistance to undertake recognised qualification or training while in the service of The Highland Council. Employees wishing to undertake training leading to a recognised qualification, and who have received written approval of their Service management will receive full salary whilst training.

All tuition, registration, examination fees or other obligatory fees will be met by the Service and be subject to the [Repayment of Costs](https://www.highland.gov.uk/peopleandperformance/downloads/file/483/qualificationguidance2009_09_v2doc) guidelines.

Entitlement to travel and/or subsistence allowances will be in accordance with the [Travel & Subsistence Policy](https://www.highland.gov.uk/peopleandperformance/downloads/file/400/travel_and_subsistence_policy1pdf).

The cost of purchasing essential textbooks, materials and equipment may be met by the Service. Relevant materials may be available for reference in the e-learning catalogues.

If you are MA or GA you must commit to achieving the targets and milestones as per your learning contract, as a failure to do this may result in loss of funding for the Council. This may include attending review meetings during MA Centre standard operating weeks which may conflict with, for example, school holidays.

**Obligations of Employees undertaking Training**

In consideration of the Highland Council having agreed to pay my full salary during periods of training and/or to provide the financial contribution detailed above, should I fail to complete the qualification, or should I leave my employment, I understand I will need to repay the Council cost of the qualification(s):

* 100% within one year of date of course completion
* 50% within two years of date of course completion
* 25% within three years of date of course completion

The total amount to be repaid either in a single payment or via a payment plan will be agreed with me and my line manager, invoiced by the Finance team and legal action would be pursued if the debt was not settled as agreed.

I hereby accept the financial assistance in accordance with the approved QA1 form, the provisions of the Council's scheme, including time commitments, review requirements, and the National Scheme of Conditions of Service as a result of my ERD and/or other Service requirements.

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| Line Manager signature: | Date: |
| Employee signature: | Date: |