

# Employee Professional Fees Policy & Procedure

|                   |               |             |              |
|-------------------|---------------|-------------|--------------|
| Last Review Date: | December 2016 | Approval by | Trust/ Board |
| Next Review Date: | December 2016 | Owner:      | Head of HR   |

## **Contents**

|   | <b>Page</b> |
|---|-------------|
| <b>1. Introduction</b>                                | <b>3</b>    |
| <b>2. Support for Professional Development</b>        | <b>3</b>    |
| <b>3. Professional Membership Claims Form</b>         | <b>3</b>    |
| <b>Appendix 1 Professional Membership Claims Form</b> | <b>4</b>    |

## **1. Introduction**

This policy has been developed because the Trust believes that the process of professional and personal learning and development is central to the work of a developing and improving school.

The overall aim of this policy is to enable employees to develop their full potential, and in turn maximise their contribution to achieving the Trust's aims and objectives. A clear commitment to the provision of high quality professional learning for all staff is essential in promoting a community which values life-long learning.

Professional learning is also integral to our work as a self-evaluating Trust.

## **2. Support for Professional Development**

The Trust already provides a level of support for employees who wish to obtain further educational qualifications and develop their professionalism, for example, through funding course fees, approving day or half day release, study leave etc.

To further support the aim of ensuring the Trust provides high quality professional services, the Trust will provide support for employees who are committed to Continuous Professional Development (CPD), through being a member of relevant professional bodies.

Membership ensures that Trust employees remain up to date in terms of their profession and in relation to any developments in legislation/best practice which impact upon their work for the Trust.

Membership of professional bodies also provides both the employee and the Trust with access to information, networks, advice and professional publications and this is invaluable in ensuring we are at the forefront of service provision in each professional area.

For these reasons this does not include Trade Union membership, which must be wholly funded by the employee.

## **3. Claiming for Professional Membership Fees Procedure**

To be eligible for reimbursement of Professional Fees, the following conditions must be met:

- You must be an employee of the Trust (permanent / fixed term)
- Fees will only be reimbursed for membership of one Professional Body per financial year; this will not normally exceed £250.
- Invoices must be addressed to the Trust.
- Membership of the professional body must be a specified, (essential or desirable) criteria in the job description of the post holder.
- Employee must submit the "Professional Fees Reimbursement Form" (Appendix A) and copies of relevant receipts, invoices etc. must be attached and submitted to HR
- Employees will be required, primarily through the performance management system, to demonstrate continued benefit of membership of the professional body.

The payment of membership will be reviewed annually.

## Professional Membership Fees Claim Form

- Relevant receipts/invoices to be attached

|  |  |              |                                 |
|--|--|--------------|---------------------------------|
| <b>DETAILS</b>                             | <b>NAME</b>  | <b>DEPT.</b> | <b>DATE SUBMITTED</b>           |
| <b>PROFESSIONAL BODY</b>                   | NAME OF BODY:  |              |                                 |
|  | LEVEL OF MEMBERSHIP:   |              |                                 |
| <b>HOW IT RELATES TO YOUR CURRENT ROLE</b> |  |              |                                 |
| <b>DATE(s) MEMBERSHIP COVERS</b>           | <b>From</b>  | <b>To</b>    | <b>AMOUNT of FEES</b><br>£..... |
| <b>MORE INFO</b>                           | SUPPORTING DOCS ATTACHED<br>YES <input type="checkbox"/> NO <input type="checkbox"/> |              |                                 |

### FOR HR USE ONLY

|                  |                              |                             |                      |                              |                             |
|------------------|------------------------------|-----------------------------|----------------------|------------------------------|-----------------------------|
| <b>IN POLICY</b> | YES <input type="checkbox"/> | NO <input type="checkbox"/> | <b>RELATED TO JD</b> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| <b>COMMENTS</b>  |                              |                             |                      |                              |                             |

### FINAL AUTHORISATION

|                     |   |  |
|---------------------|---|--|
| <b>CEO APPROVAL</b> | Complies with policy Yes <input type="checkbox"/> No <input type="checkbox"/> | Discretionary Yes <input type="checkbox"/>                       |
| <b>SIGNED</b>       |   | APPROVE <input type="checkbox"/> REFUSE <input type="checkbox"/> |

Return to HR / [HR@beal.redbridge.sch.uk](mailto:HR@beal.redbridge.sch.uk)