



## External Professional Development Agreement

This agreement is to be used for CPD/training costs; the agreement is for both parties to commit to the payment but to ensure that BMAT receives the best return from the investment.

### Name of Course

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### Duration of Course (Start and End Date if available)

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### Cost of Course

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### BMAT Contribution

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#### 1. Introduction

Each application will be treated individually to meet the needs of the Trust. An application must demonstrate how the training will impact on the School Improvement Plan. Where applications are approved above, BMAT may match fund the training cost.

#### 2. Repayment Terms

If the employee decides to withdraw from the course for which BMAT is paying, the employee will be required to make full repayment of the course fees.

If an employee resigns during training for which BMAT is paying (or is liable to pay) the employee will be required to repay the full cost of the training.

The Trust operates a sliding repayment scale, see below, so that the amount that the employee is required to repay is reduced at defined intervals. Once the employee has completed 24 months service from the date of the end of the

training, he/she will not be required to repay any of the costs of the training should he/she resign.

- Before attendance on the training course, but after, the Trust has already incurred liability for the costs, 100% of such costs shall be repaid;
- During the training course, or within 12 months of completing the training course, 100% of the costs shall be repaid;
- More than 12 months, but no more than 18 months after completion of the training course, 50% of the costs shall be repaid;
- More than 18 months, but no more than 24 months after completion of the training course, 25% of the costs shall be repaid

### **3. When Repayment May Be Waived**

Where the employee leaves, with the agreement of the Trust, repayment will not be recovered.

**BMAT reserves the right, on the employee's resignation, to require him/her to repay the Trust for training costs that he/she owes from his/her final salary payment.**

Employee Full Name .....

Employee Signature ..... Date .....

Trust Executive authorisation

Name.....

Signed ..... Date .....