

## **FURTHER AND HIGHER EDUCATION GUIDELINES**

One of Central Scotland Valuation Joint Board's ('the Board') key values is to invest in, communicate with, value and trust its staff. The Board recognises the need for a range of options to improve staff development and ensure everyone has the correct skills and knowledge to carry out their duties effectively.

The Board is committed to equality of opportunity and the Further and Higher Education Guidelines will provide a corporate and consistent approach to support during career related learning.

1. All staff who have authorisation to follow a course of study will enter into a Learning Contract at least four weeks prior to the date of enrolment on their course of study.
2. Where a member of staff voluntarily leaves the employment of 'the Board', withdraws from the course before completion of the qualification, or fails to complete the course/qualification, repayment of course fees and associated costs will be required as per the signed Learning Contract.
3. The Assistant Assessor will review the progress of students and if he/she is not satisfied with attendance levels or standard of achievement, support will be withdrawn and financial assistance paid to date will have to be refunded by the student. The repayment decision will only be waived in exceptional circumstances such as on documented medical grounds.
4. Should a member of staff be dismissed from Central Scotland Assessor for reasons of misconduct or otherwise, repayment of course fees and associated costs will be required as per the signed Learning Contract.
5. The guidelines are not intended to manage ad hoc CPD courses and are aimed at longer term formal learning which requires commitment from the individual and formal assessment towards a recognised qualification.
6. Recovery of financial assistance will not apply if the Board causes an individual's post to be made redundant.

### **Financial Assistance**

The decision to recommend attendance at a specific event or where an employee undertakes a certain course of study will be determined by the Assistant Assessor, who will have considered the impact on service delivery, the potential benefits for the individual, the Board and the commitment of expenditure from the service budget. The Assistant Assessor will be encouraged to apply the following consistent criteria to ensure fairness to all staff.

## Criteria/Guideline for Authorisation of Further and Higher Education Courses

When authorising employees to receive further and higher education courses the Assessor/Assistant Assessor should ensure that such courses are:-

- a. job-related,
- b. relevant to the employee's current post, or
- c. part of a continuing staff development programme, therefore, relevant to a potential future position within the Valuation Joint Board.

By evaluating the merits of any application made:

- a. in terms of ensuring that staff have the required skills, abilities and knowledge that will be necessary to provide effective service of delivery,
- b. and/or in terms of an identified "training gap" following a training needs analysis, and
- c. or as a part of the process of continuing professional development.

Taking account of available financial resources and staffing resources necessary to fulfil operational requirements. Components of Course and Associated Fees will include:

- **Registration**
- **Course Fees**
- **Examination Costs**, including Exemption Fees.
- **First Resit Examination Fees**
- **Essential Text Books**, provided they are not available from within the service or the local library, (books must be purchased through Services procedure and returned to the Service when study is completed.
- **Essential Tools and Equipment** (purchased through office procedures and returned, or kept on loan, until employment with the Assessor terminates.
- **Excess Travel Costs** – defined as the difference between usual travel to work costs and travel to place of study costs. Tickets or receipts should accompany all claims.
- **Subsistence** – if appropriate a subsistence allowance may be paid as specified in the current Conditions of Service.
- **Other Expenses** – at the discretion of the Assistant Assessor.
- **Non Financial Support**
- **Time off** from the normal working day. (no enhanced payments will be made for attendance outwith normal working hours)
- **Study Leave for Examinations** – normally one half day per subject.
- **Time of for Formal Examination Attendance** – time off from the normal working day or, where examinations fall on a public holiday, a period of time in lieu will be granted to correspond with the duration of the examination, and
- **Time Off to Resit Examinations** – paid time off will be at the discretion of the Assistant Assessor, who may consider the use of flexi-time or annual leave.

**Full time study and work placed assessed qualifications are NOT included within the above guidelines.**