



REQUESTING TIME TO TRAIN POLICY

Non-Statutory

This Policy applies to all schools and employees within the Lighthouse Trust Partnership.

Policy Approved by the Trust Board

Signed: 

Name: Adele Haysom

Date: 24 November 2020

Board of Trustees

Authorised for Issue

Signed: 

Name: Gary Lewis

Date: 24 November 2020

Chief Executive Officer (CEO)

Document History

Version	Author/Owner	Drafted	Comments
1.0	Tara Phillips	16.6.17	Based on Browne Jacobson Model Policy personalised to LSP
1.1	Nichola Harris-Evans	07.9.17	Changes post Trustee feedback
1.2	Konstantinos Perdikis	18.5.20	Review and update

Document Review Cycle	
Review cycle	Every 3 years
Next review date	Autumn term 2023

REQUESTING TIME TO TRAIN POLICY

CONTENTS

1. INTRODUCTION.....	3
2. SCOPE AND PURPOSE.....	3
3. ELIGIBILITY CRITERIA.....	3
4. REQUESTING TIME OFF.....	3
5. APPLICATIONS.....	4
6. REFUSING TIME OFF.....	4
7. THE PROCESS FOR APPLYING.....	4
8. DECISION.....	5
9. APPEAL	5
i. APPENDIX 1: REQUEST FOR TIME AWAY FROM NORMAL DUTIES TO UNDERTAKE TRAINING.....	6

1. Introduction

- 1.1 Most employees have the right to ask for time off to carry out training that will improve their performance at work. The Trust does not have to pay for training or study, however, it may pay all or part of the fees if it furthers the aims of the Trust. This will be examined on a case by case basis. Should the Trust pay for training or study an agreement will be signed by the Trust and the employee prior to the commencement of the training taking place, which specifies the payback of the course costs should an employee leave the Trusts' employment.

2. Scope and purpose

- 2.1 The Trust is committed to support employees who have worked for the Trust for at least 26 weeks to undertake training that leads to a qualification or will help them develop skills relevant to their work, workplace or business (providing eligibility can be met).
- 2.2 If a school or the Central team is interested in authorising employee training through Apprenticeship programmes, which could be funded from the Apprenticeship Levy, the Head of HR must be contacted, in the first instance. The Head of HR will support the school in contracting with the Training provider and negotiate the price (Please see Apprenticeship Policy).

3. Eligibility Criteria

- 3.1 To be able to formally request paid time off for training, you need to meet the following criteria:
- Worked for the school/Trust for at least 26 weeks on the day you make the request.
 - Requested training must be relevant and applicable to your job.

4. Requesting time off

- 4.1 Those who are unable to request time off include:
- agency workers, casual workers (e.g. supply teachers, invigilators)
 -
 - a 16-18-year-old who is already expected to take part in education or training
 - Employees who wish to request time off for work can make one written request a year
- 4.2 The written request should include information requested in paragraph 5.1
- 4.3 The school/Trust will have 28 days from receiving the request for time off to accept the request and inform the employee of the decision in writing, or meet with the employee to discuss it.

4.4 If the school/Trust decides to hold a meeting about it, a decision must be made within 14 days of it unless the employee agrees in writing to extend this time. The employee can take a work colleague or trade union representative to meeting with them.

5. Applications

5.1 Applications must contain all of the following information:

- a statement that the application is an 'application under section 63D Employment Rights Act 1996
- the amount of time off requested indicating whether the request is for paid time off or unpaid time off
- the subject matter of the proposed training or study
- where and when the proposed training or study would take place
- who would provide or supervise it
- what qualification it would lead to (if any)
- how you think the proposed training or study would improve your effectiveness in your job and the performance of the Trust/school
- the date of the application
- the date and method e.g. email or letter that your last application (if any) was submitted

See Appendix 1 for the application form.

6. Refusing time off

6.1 The Trust/school can refuse a request if for example:

- the training wouldn't benefit the school/Trust
- the school/Trust wouldn't be able to meet the needs of its students
- the disproportionate or unaffordable additional cost to the school/Trust
- the school/Trust is unable to re-organise the work among other employees.
- the proposed study or training would not improve the employees effectiveness at work
- the proposed study or training would not improve the performance of the Trust
- it would not be possible to recruit additional staff
- agreeing to the request would have a detrimental impact on quality
- agreeing to the request would have a detrimental impact on performance
- there would be an insufficiency of work during the periods you propose to work
- there are planned structural changes during the proposed study or training period

7. The process for applying

7.1 Within 28 days of receiving your request, the Headteacher or his/her nominated Manager will either:

- accept your request, in full or in part, on the basis of the information set out in your written application, and inform you in writing
- Inform you that the request is valid but that they need further information to make a reasonable decision. If you refuse to provide this additional information, your application will be treated as withdrawn
- Meet with you to discuss your request, then within 14 days of that meeting, inform you of the decision in writing.
- Inform you that s/he does not consider the request to be valid because it does not contain all the required information (in which case you may make a new request with the errors corrected, with the timescale starting again).

7.2 These timescales may be delayed by mutual consent to allow for periods of leave, normal business processes etc.

8. Decision

8.1 It may be possible to grant your proposals in full, or there may be reasons that the Trust thinks the training would be better met in a different way. In such cases, the meeting is an opportunity to discuss the options before a final decision. You may be accompanied at the meeting by a colleague or union representative. If all persons concerned are not available at the proposed time of the meeting, it may be delayed at your request for up to a further 7 days from the originally proposed time.

9. Appeal

9.1 You may challenge the Trust's decision on any grounds, so long as you do it in writing within 14 days of receiving the written notice, to the person to whom you submitted the original request. The Trust may accept your appeal, or if it does not it must arrange an appeal meeting to be held within 14 days of the receipt of the appeal notice. This appeal will be heard by a different manager to the one who originally assessed your request for time to train. The **school/Trust** then has 14 days in which to make a decision and give it in writing to the employee.

APPENDIX 1



Request for time away from normal duties to undertake training

An application under section 63D Employment Rights Act 1996

SCHOOL:

Name:

Job title: Date of request:

Copies of this request should be sent by email to:

Line manager:

LSP Head of HR :

Please complete all sections:

1. Subject matter of the proposed training or study

2. Where and when would the proposed training or study take place?

3. How much time off is requested (please specify whether paid or unpaid)?

4. Who would provide or supervise it?

5. What qualification would it lead to (if any)?

6. How would the proposed training or study improve your effectiveness in your job, and the performance of the Trust?

7. Date of last application (if any).

I sign to approve days away from work * paid / unpaid in order to attend this training.

Signed:(Headteacher)

Date:

School to retain one copy for their files and scan to LSP HR.

for LSP HR / school office use				
Date received	Deadline for response (28 days)	Date of meeting (if any)	Deadline for final decision after meeting (14 days)	Final response Full/Part/Refused