



POST ENTRY TRAINING
SCHEME

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1.0 Principles of the Scheme

This Post Entry Training (PET) Scheme applies to all permanent employees of the Council who are sponsored by Merthyr Tydfil County Borough Council (MTCBC) to undertake the Degree in Social Work. The scheme and associated agreements will remain in effect until the completion of the degree and the subsequent 2 year period as identified in clause 4 of the Agreement or until the employee leaves the employ of MTCBC.

The PET scheme is managed centrally by the Human Resources Department.

This scheme is a local agreement that supersedes the national agreement.

1.1 Taught days at University and/or mandatory tutorial days.

Candidates with the Open University (OU) will be allowed time off from work to attend all mandatory workshops which occur during their normal working hours. OU workshops which take place when the candidate is not normally working will be attended in their own time.

1.2. Additional study time.

Candidates with the OU will be allowed $\frac{1}{2}$ a day every two weeks for each 60 credit Degree module being undertaken. A candidate who is undertaking two degree modules (120 credits) in one year will be allowed $\frac{1}{2}$ a day a week study time.

1.3 Study leave in preparation for examinations.

For staff attending modules which include assessment by examination, the entitlement will be 1-day study leave for each examination, up to a maximum of 5 days per academic year.

NB: Study leave will not be granted for re-sitting examinations.

1.4 Examination Attendance

Candidates will be allowed time off from work for the period of the examination together with reasonable travelling time.

1.5 Attendance at Degree Ceremonies

Candidates will be allowed time off from work to attend a degree ceremony, including reasonable travelling time, up to a maximum of one day.

1.6 Travelling Allowance

Travel will be reimbursed by the cheapest practical method. The Council will only reimburse travel costs in excess of those normally incurred in travelling to work.

- a) Second class return rail or bus fare (a ticket or receipt should be obtained), or
- b) Mileage expenses in accordance with the Councils Travel and Subsistence policy together with parking fees, tolls, etc. that are actually incurred.

1.7 Fees

The following fees associated with approved post entry training courses will be paid.

- a) Enrolment/registration fees
- b) Course fees
- c) Examination entry fees - for first attempts only. A further attempt will be paid for only when the examination is successfully passed.
- d) Exemption fees where exemptions are actually gained.
- e) Other joining fees associated with the approved Post Entry Training Course.

1.8 Provision of books.

- a) Reimbursement for books (that are set as essential reading), will not exceed the maximum allowance of £70 per annum. All claims must be supported by receipts.

NB. Before purchasing books employees should check that the books are not available from within the directorate. All books and equipment will be passed in good order to the employing department at the end of the training course.

- b) Consumables such as paper, ring binders calculator batteries etc., are items for which reimbursement cannot be claimed.

1.9 Subsistence

Subsistence will not be paid in respect of Social Work Degree training.

1.10 Travel Claims

- a) Claims should be made on the appropriate form which can be found on the Intranet.
- b) Once completed, the forms should be authorised by the budget holder/manager and passed to the Workforce Development Team.
- c) Once endorsed, the forms should be passed to the relevant budget holder for authorisation as follows:
 - i. Where the employee is placed in a Local Authority placement in Merthyr Tydfil, then the budget holder for that service will meet the costs of travel expenses and authorise payment
 - ii. Where the employee is placed in a non-Local Authority placement in Merthyr Tydfil, then the budget holder of the employee's substantive post will meet the costs of travel expenses and authorise payment
 - iii. Where the employee has a placement outside Merthyr Tydfil then the budget holder of the employee's substantive post will meet the costs of travel expenses and authorise payment

- d) Once authorised all forms should be sent to payroll for processing.
- e) All claims must be accompanied by original receipts (photocopies are acceptable for mileage claims).
- f) Claims are subject to a minimum claim of £20.00 (except for a final claim). Claims for travelling cannot be submitted more frequently than termly.
- g) Claims will not be processed until the employee has approval to participate in the Post Entry Training Course and signed a Post Entry Training Agreement.
- h) In consideration of the day release/financial assistance given by the Council, employees should serve the Council for a period of 24 calendar months from the date on which the qualification is obtained. If the individual leaves the Council before this period is complete, they will have to repay some or all of the monies paid to them as identified in clause 9 of the Agreement for Post Entry Training and detailed in the Sponsorship policy 2018.

Within 12 Months	100%
Within 12-18 Months	50 %
Within 18-24 Months	25%

How will this be paid?

After notice given, this will be discussed with the line manager. It may be possible to arrange payment by instalment. Any repayment may be deducted from salary or final salary or recovered before last day of service.

If you have any queries on the any of the points in this document please contact the Workforce Development Team.

2.0 Procedure

- 2.1 Staff wishing to attend a Post Entry Training Course will be sent a Post Entry Training Application Form, from the Workforce Development Team.
- 2.2 When completed this form should be passed to the employee's manager for authorisation, and then forwarded to the Workforce Development Team. It is vital that both the holders of the expenses budget and the training budget sign the form.
- 2.3 When approved the employee will be notified in writing stating that approval will be dependent on them signing a Post Entry Training Agreement. If the employee does not wish to sign this agreement then support for secondment for the Social Work Degree will not be granted.
- 2.4 Following the employee signing the Post Entry Training Agreement, confirmation will be sent to the employee, the line manager and the Human Resources Department and a copy kept on the individual's personal file. Prior to this notification leave of absence should not be granted to the employee, nor any financial assistance paid either to the employee or to any academic institution in relation to the employees training.
- 2.5 Financial Assistance Claim Forms (**PRD 16d**) are available on the Intranet and are also kept in the administration sections of all Directorates. These forms need to be completed in order for an employee to claim Post Entry Training Expenses. Post Entry Training Expenses should not be claimed by any other means. Reference should be made to the details in this document when completing the Financial Assistance Claim Form. All training expenses are paid by the appropriate Department by using the BACS system.

If you have any queries relating to Post Entry Training, please contact the Workforce Development Team.

APPLICATION FORM FOR POST ENTRY TRAINING COURSE

Flowchart	Responsibility	Additional Information
All employees wishing to attend a Post Entry Training Course must complete an application form with authorisation from Budget holder/Manager.	Employee and Manager	Post Entry Training Course can be found in the Intranet site or from Workforce Development Team.
Application form to be sent to Workforce Development Team for information. Workforce Development Team to send to Human Resources	Employee	Note – all information must be completed or application cannot be processed.
Workforce Development Team send a copy to the employee, the line manager and Human Resources.	Workforce Development Team	
Employee to sign agreement and return completed form to Workforce Development Team.	Employee	Note: Employee must read the agreement handbook Managers should be aware of the terms and conditions.
Copy of signed agreement will be provided to the Employee, the line manager and Human Resources and a copy will be kept on the personal file.	Workforce Development Team	.

Note for Employee and Manager

Please note that the Employee must adhere to the terms and conditions of the agreement or they may be required to pay part or whole of the fees paid for by the Authority.

Post Entry Training Courses Financial Assistance Claim Forms

All Post Entry Training Course Financial Assistance Claim Forms are available on the Intranet. Completed forms to be reviewed by the Workforce Development Team and then authorised by the employee's line manager accompanied by mileage forms and returned to payroll for payment.



Application Form for Post Entry Training Course

Name: _____

Address: _____

Designation: _____ Ext. No: _____

Department: _____

Directorate: _____

Name of Course: _____

Length of Course: _____ Module/Year: _____

Name of academic institution to be attended if any: _____

Level of support requested: (please tick)

Financial only: _____ Full Day Release: _____ Part Day Release: _____

Other (please specify): _____

Day(s) of attendance: _____

Times of Attendance: _____

Signature: _____ Date: _____

To be completed by the Employee:

I agree to attend the training as set out in the training plan and I agree that should I decide to leave the organisation within 2 years of completing the training, I will pay any monies due in respect of the policy.

Signature of the Employee

Date:

To be completed by the Line Manager:

I agree that the above named employee can attend the specified Post Entry Training Course at the level of support requested. There is sufficient money in the budget available to support the employee on this course in relation to travel expenses.

Please state the benefits to the Authority of the individual attending the course:

Signature of Department Budget holder: _____ Date: _____

Name of Department Budget Holder: _____

Expenses Budget Financial Code _____

To be completed by the Training Budget Holder

Signature of Training Budget Holder: _____ Date: _____

Name of Training Budget Holder: _____

Training Budget Financial Code: _____

Date: _____ Signed: _____

**MERTHYR TYDFIL COUNTY BOROUGH COUNCIL
POST ENTRY TRAINING COURSES
FINANCIAL ASSISTANCE CLAIM FORM**

This form should be completed with reference to the Post Entry Training Scheme Terms of Assistance.

Council Minute Authorising attendance _____

Suppliers Reference – Post Entry Training Expenses

Voucher No.																												
Creditor No.																												
Prefix	Expenditure Code													Amount														
															£	:												
															£	:												
															£	:												
TOTAL														£	:													
Checked / Marked off																												
Certified														Date														
Input By																												

Applicant's Surname: _____ Forename(s): _____

Address: _____

Directorate in which employed: _____

Position: _____ Fixed Centre (place of work): _____

Course undertaken: _____

Academic Institution enrolled: _____

Times of Attendance: _____

Claim for Fees

Details of Claim	Amount	
	£	P
Enrolment Fees (receipts to be attached)		
Registration Fees (receipts to be attached)		
Exemption Fees (receipts to be attached)		
Correspondence or other Fees (receipts to be attached)		
Examination Entry Fees (receipts to be attached)		
Is this your first attempt Yes/No		
If "no" were you successful on this occasion Yes/No		
TOTAL		

Details of Text Books - claims should not exceed £70 and all receipts must be attached.

Name of Book	£	P
TOTAL		

Travelling - The Council will only reimburse costs in excess of those normally incurred in travelling to work. Travel will be reimbursed by the cheapest practical method. Full details of all journeys are required for reimbursement. An additional sheet can be attached if required. Copies of petrol receipts must be attached.

Period		Number of attendance's	Total miles	Travelled		Method of transport	Return fare from home/work to college.		Total	
From	To			From	To		£	P	£	P

Applicant's Signature _____ Date: _____

Certified By: (Employing Department) _____ Date: _____

I certify that the student has attended for the periods/numbers of days specified above and that the student has completed his/her work satisfactorily.

Signature of Principal /Head of Department/Course Tutor: _____

Date: _____

Agreement for Post Entry Training – Social Work Degree

This agreement is entered into on the first day of September in the year Two Thousand and Eighteen between Merthyr Tydfil County Borough Council (hereafter called “the Council”) andof..... (hereafter called “the Employee”).

This agreement is between the Employee who is undertaking a Post Entry Training Course and Merthyr Tydfil County Borough Council which has agreed to assist financially on the following terms:

1. The Council will give the necessary day release and will financially assist the Employee to undertake the **TRAINING COURSE**. During such periods of training the Council will pay the Employee the salary appropriate to the post held at any time and provide assistance towards expenditure approved by the Council and incurred by the employee by reason of his attendance at academic institutions and for the purpose of sitting examinations, as detailed in the Terms of Assistance.
2. The Employee shall comply with the regulations of the academic institutions attended and shall diligently pursue all studies and shall properly carry out to the best of their ability all lawful instructions of the persons instructing at the academic institution and shall attend all lectures and requisite examinations.
3. The Council’s obligation under this Agreement shall be subject to the receipt by the Council of satisfactory reports from the academic institution and the Employee’s work, conduct and progress there together with satisfactory performance of duties whilst at work.
4. In consideration of the day release and the financial assistance given by the Council after completion of training the Employee shall serve the Council for a minimum of twenty four calendar months from the date on which the qualification is obtained, always provided there is a post available.
5. The employee agrees to the policy for appointing sponsored and supported self-funding social work graduates into qualified Social Worker posts see appendix **A** Social Work Sponsorship Policy.
6. If the Employee for any reason not previously mentioned is, in the opinion of the Council, unable or unfit to carry out the training or duties, the Council may terminate this Agreement without notice.
7. During the currency of this Agreement the Employee will remain subject to the rules and regulations of the Council.
8. The Employee acknowledges and admits that the Council have undertaken to grant them day release and to assist them financially with their training on the express understanding that they will serve the Council for a period of twenty four calendar months from the date of the award.
9. The Employee acknowledges that if he should on his/her own accord, but not on ill health or at the insistence of the Council, discontinue training or leaves the Authority before completing

the course of training the Employee will repay to the Council all sums expended by the Council by way of fees and allowances for the whole duration of the course, not just applicable to that year (but excluding salary) under clause 1.

- 10.If during the period of twenty four calendar months following the completion of the training the employee should leave the service of the Council voluntary or for any of the reasons referred to in this agreement they shall repay to the Council. Please see 1.10 point (h) of the Post Entry Training policy which details the payment to be repaid.
- 11.Where repayment is required the Council have the right to recover all or part of outstanding costs / payments / expenses / from the pay of the Employee whom Training is agreed.
- 12.Nothing in this agreement shall adversely affect the Contract of Employment subsisting between the Authority and the Employee.
- 13.The Authority does not, upon completion of the award, guarantee the employee a position commensurate with the award.
14. In the event that the employee is not appointed to a social work post then the employee will remain in their substantive post.
- 15.The agreement will remain in place for the duration of the authorities' sponsorship of the employee and the subsequent 2 year period as identified in clause 4 and 5.

Signed:

Regional Workforce Development Manager
On behalf of Merthyr Tydfil County Borough Council

I do hereby fully accept the terms and conditions of the Post Entry Training Agreement herein. I authorise the Council to make any necessary deductions directly from my salary in the event that I breach any of the terms and conditions agreed.

Signed by the employee _____

Designation _____

Line Manager _____

Name: (Please Print) _____