

Appendix 1

The training and development of employees is recognised as an important part of New Guild Trust.

From time to time the Trust may pay for employees to attend training courses. In consideration of this, if these training courses were instigated by the employee and not at the request of the Trust, anyone who leaves the employment of the Trust after they have paid for the cost of any training courses over £500, the employee will be liable to repay some or all of the costs associated with such training courses.

This (letter/ addition to CPD policy) provides information for the employee regarding the repayment of costs associated with attending training courses that the Trust has paid for if the employee leaves employment within a certain period of time.

Repayment would follow the below pattern:

- if you leave employment during the training course or within [xx months] of completing the training course, [100]% of the Costs shall be repaid;
- if you leave employment more than [xx months but no more than xx months] after completion of the training course, [50]% of the Costs shall be repaid;
- if you leave employment more than [xx months but no more than xx months] after completion of the training course, [25]% of the Costs shall be repaid.

Thereafter, no repayment shall be required.

An employee would not be expected to repay any of the costs in any of the following circumstances

- The Trust terminates your employment, except where it was entitled to and did terminate your employment summarily;
- Employment has ended due to redundancy
- Employment has ended due to retirement

Deductions would be made by the Trust from your final salary payment, unless through discussion a different agreement is mutually agreed.

This will apply to all new starters from xxx. For all existing employees it will be discussed and agreed before any training courses are booked / planned.

This does not apply to any courses that have been planned in or attended before this date.