



Policy on Career Development Training

KARIN HOUSING ASSOCIATION LIMITED

Policy on Career Development Training

1.0. INTRODUCTION AND COMMITMENT

In addition to job related training, Karin will offer staff (subject to availability of resources) career development training which will enhance their skills and knowledge to further their careers and compete for higher jobs.

2.0. BUDGET

The amount of career development training will be affected by budgetary constraints and impact on workloads.

3.0. ELIGIBILITY

- 3.1. As a general rule, staff will only be eligible for career development training after they have been at least two years in post.
- 3.2. Career development training needs will be identified at the annual appraisal. No career development training will be funded unless these needs are clearly identified at the annual appraisal.

4.0. APPLICATIONS FOR TRAINING

- 4.1. All applications for career development training must be supported by the Director. Employees wishing to take career development training must apply in writing setting out the benefits to Karin of the proposed training and impact on the current workload.
- 4.2. This application should also identify the total financial and time commitments.
- 4.3. Applications must be submitted before 31 July for any course with a September start.

5.0. AGREEMENT

- 5.1. All staff given career development training by Karin will be required to sign an agreement which will require them to repay costs of the training under certain conditions (e.g. if they leave Karin within two years of completing the training under any circumstances or if they fail their exams or if they abandon the training).

- 5.2. The agreement should give consent to deductions from final salary of such costs.
- 5.3. The agreement must also specify the maximum number of days paid study and exam leave which will be granted in addition to day release (if any).

6.0. ELIGIBLE ITEMS

- 6.1. Karin will only assist with fees including examination fees and time for attending college. Karin will not assist with payments towards text books or travelling expenses other than in exceptional circumstances.
- 6.2. Approval will only be given if the proposed training will meet Karin's Business Plan objectives or enhance the way the job is being done or the service delivered.

Person Responsible for the review of this policy:
Date of this review:
Date Board approved:
Date next review is due:

Ibrahim Mohamoud
21st October 2008
21st October 2008
21st October 2011