



west midlands
office of the police
and crime commissioner

Payment of study fees Policy

The Police and Crime Commissioner is committed to the principles of equality and diversity. No member of the public, member of staff, volunteer or job applicant shall be discriminated against on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

1. Introduction and policy statement

The Commissioner wishes to encourage staff to further their education by undertaking courses which lead to a recognised educational or professional qualification. The Commissioner may in some circumstances provide financial or other support to help staff pursue their studies.

This policy applies to all staff, and any variations to this policy must be agreed with the Chief Executive in advance of study commencing.

2. All staff are eligible to make an application for assistance under this Policy. Applications should be discussed with the line manager in the first instance, and the final decision will be made by the Chief Executive.

3. Each application will be reviewed against the following criteria:

- a) If the course is an express requirement or directly related to your current job role.
- b) The course adds value to the work of the Commissioner, or individual objectives.
- c) The course is required for future career development and related to the work of the Commissioner.
- d) The course is required for future development but is not related to the work of the Commissioner.

4. If approved by the Chief Executive the following assistance may be provided (the level of assistance offered will be determined by the Chief Executive after consulting the line manager to assess what is most appropriate to suit the business needs of the Commissioner and the needs of the individual staff member) :

- All or part of registration fees, course fees, professional body subscription fees and examination costs;
- time off to attend examinations;
- half day revision leave for each exam;
- time off to attend course if day release (pro-rated for part-time staff);
- up to £75 contribution towards purchase of books and relevant library services;
- reasonable travel expenses

- up to three days leave per year to attend mandatory residential and educational visits .If the course is distance learning study leave may be granted. This is at the discretion of the Chief Executive.

Conduct

5. To be eligible to apply for assistance your record of attendance, efficiency and conduct must be satisfactory. This will be evidenced through your probationary and development review completed by your line manager.

Travelling expenses

6. Travelling expenses should be claimed by completing the normal claim form.

Review of progress

7. Your line manager will hold a meeting with you every six months to review progress and the effectiveness of learning to date. It is your responsibility to attend the course regularly, complete work and submit assignments within agreed timescales. Continued support for your course will be dependent on satisfactory progress.

In the event of exams being failed, the line manager and member of staff should discuss the reasons behind the failure and whether it is in the interests of the individual staff member and the organisation for the exams to be re-taken. Funding for the re-sitting of examinations will be at the discretion of the Chief Executive.

Repayment of fees**

8.1. If you choose to leave the course before completion and are still employed by the Commissioner you may be liable to pay back 100% of the fees paid by the Commissioner. The Chief Executive has discretion to determine whether paragraph 8 of this policy is to be applied.

8.2 If you leave the employment of the Commissioner whilst still undertaking your course you will be liable to pay back 100% of total fees paid by the Commissioner.

8.3 If you leave the employment of the Commissioner within three months of completing your course you will be liable to pay back 75% of the total fees paid by the Commissioner.

8.4 If you leave the employment of the Commissioner within three to six months of completing your course you will be liable to pay back 50% of the total fees paid by the Commissioner.

8.5 If you leave the employment of the Commissioner within six to nine months of completing your course you will be liable to pay back 25% of the total fees paid by the Commissioner.

8.6 Amounts owed will be taken out of the final salary of the leaver.

***** The requirements in section 8 of this policy refer to fees paid in the previous 12 months. For courses that last more than one year, section 8 of this policy applies only to the most recent year of study.***

Agreement for the re-payment of Further Education fees

8.6 All staff who have assistance in order to undertake study are deemed to be in agreement with the conditions imposed by this policy.