**PROFESSIONAL DEVELOPMENT CONTRACT/AGREEMENT FOR STAFF**

This professional development contract will form a formal agreement between the employee and employer and applies to professional development programmes or courses where the University is required to fund (in part or full) and/or where regular release from the workplace is being agreed.

Before applying and signing the agreement you should secure the support of your line manager, and agree the programme of study that you wish to complete and how it relates to your job role and objectives. This should have been highlighted as part of your ongoing PDR or a change in business needs. Once you have completed page one of this agreement please complete page two in conjunction with your line manager.

Training Programme or External course requested to be funded by Lancaster University

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Please provide details of how this training supports both your professional development and the business needs of Lancaster University, including the expected outcomes.

Expected completion date:

……………………………………………………………………………………………………………………………………...

Full cost of programme/course being requested from Lancaster University:

………………………………………………………………………………………………………………………………………..

If the programme/course spans more than one financial year (August-July) please provide the dates of when the costs are expected to be incurred and the amount due at each date.

**To be completed in conjunction with your line manager:**

What additional resource has been agreed as part of this learning agreement? This could include equipment, books, materials. Please include an estimate of costs for additional resources.

Please provide details of any study leave agreed and any arrangements for cover agreed

**Repayment Terms**

In consideration of Lancaster University meeting the costs of the Training/Course which are set out above, the Employee agrees to reimburse Lancaster University as set out below in the repayment schedule under the following circumstances:

1. he/she voluntarily withdraws from or terminates the training/course early and does not complete the training/course.
2. he/she is dismissed or otherwise compulsorily discharged from the training/course, unless the dismissal or discharge arises out of the discontinuance generally of the training/course;
3. he/she resigns or is dismissed (for reasons other than redundancy) from Lancaster University prior to completion of the training/course.
4. he/she resigns or is dismissed (for reasons other than redundancy) from Lancaster University within twelve months after the end of the course. The amount which would otherwise be due to the Employer shall be reduced by 1/12th part for each complete calendar month after the end of the training/course during which the Employee remains employed by the Employer.

To the extent permitted by law, the Employee agrees that the Employer may deduct a sum equal to the whole or part of the costs due from his/her wages or from any other allowances, expenses or other payments due to the Employee.

|  |  |
| --- | --- |
| Agreed cost of programme/course |  |
| Agreed cost of additional resource |  |
| **Total amount to be repaid** |  |
| **Total number of study days to be repaid** |  |

**Manager’s Comments**

|  |  |
| --- | --- |
| **Employee signature:**  | **Date:** |
| **Line Manager signature:**  | **Date:** |

**Line Manager Guidance:** Please complete and sign the above form with the employee and send a copy of the completed document to the Payroll Team and HR to be kept on the employee’s file and formal CORE record.