



the
beckmead
trust



Staff CPD Policy

- nurture
- sustain
- grow

Policy Level	Trust
Date of Approval	March 2024
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Contents

1. Compliance with the trust's policies and procedures	3
2. Definition of Professional Development	3
3. Re-payment policy	3
4. Expenses	3
5. Hours of work	3
6. HMRC Implications	4

1. Compliance with the trust's policies and procedures

1.1 Your professional development is subject to The Beckmead Trusts CPD policy.

1.2 This document is not contractual in nature and is not incorporated into a contract of employment unless expressly stated otherwise in the contract of employment. These policies may be changed from time to time and you are required to read them and take all necessary steps to ensure they are properly observed.

2. Definition of Professional Development

2.1 The definition of Professional Development is undertaking further education or practical experience which is relevant to a role within your area of employment.

3. Re-payment policy

3.1 The Beckmead Trust will expect reimbursement of payment spent to invest in the employee if they leave the establishment. The following repayment plan will apply if they leave as detailed below:

1st Year - 100% of the fees

2nd Year - 50% of the fees

3rd Year – 25% of the fees

3.2 The Beckmead Trust is committed to supporting the professional development of staff and the commitment shown in this support is expected to be reflected by the staff member's commitment to study. In the event of the course not being completed or passed the above repayment policy will also apply.

We reserve the right at any time during your employment, or in any event on termination or dismissal to deduct from your salary any outstanding monies owed to The Beckmead Trust.

4. Expenses

4.1 Financial support from the trust only covers course fees and does not extend to other expenses such as books and travel.

5. Hours of work



5.1 Any commitment to study should be undertaken outside of the normal working hours of your post. Any requirement to attend during school hours should be referred well in advance to the Head Teacher or a member of the senior leadership team so that adequate cover can be arranged where appropriate.

6. HMRC Implications

6.1 Work related training is exempt from deductions for Income Tax and National Insurance. As employers we are required to report to HMRC that you are in receipt of this benefit via the P11D return and HMRC may write to you to confirm that the training is work related. You are reminded that any such request should be actioned immediately.

I agree to The Beckmead Trust CPD Policy

(Print name)

and will adhere to the Terms and Conditions in relation to the financial support I am receiving.

Date:/...../..... Signed.....

Employee Name

Date:/...../..... Signed

Head Teacher