

Training agreement

Definitions

Training expenses on this form relates to course fees and includes professional membership where this is an examination requirement.

Instances where no repayment is necessary:

- An employee leaves to take up employment with another local authority and remains in local authority employment for two years after qualification.
- An employee leaves more than 2 years after qualification.
- An employee is made redundant, or comes to the end of a fixed term contract.

Instances where repayment is necessary:

- An employee leaves to take up employment outside local government within 2 years of gaining a qualification or completing a course.
- Where an employee leaves to take up employment outside local government before completing the whole or part of the qualification.
- Where the employee remains in Harlow Council employment but without good reason fails to take an examination within a reasonable time or fails to show progress or discontinues the course.

All training expenses must be repaid in full subject to reduction of 1/24th for each month after qualification or course attendance.

Agreement

The further education policy is available on the Kaonet [Training courses page](#)

I have read and understand the professional policy and agree to abide by the above rules on repayment of training expenses relating to the course detailed below:

Employee name:		Service:	
Course title:		Provider:	
Fees per year (inclusive of registration/exam fees):			
Total cost of course:			
Start date:		Expected finish date:	
Employee signature:		Date:	
HR Officer name:		Date:	