**VEEVE Study, Training & Development Assistance Policy**

1. **PURPOSE**

It is Veeve's policy to actively encourage employees to develop in areas appropriate to their roles and to assist employees with their professional training and development.

1. **SCOPE**

All permanent employees working under a contract of employment.

1. **RESPONSIBILITY**

All employees referred to within the scope of this document are required to adhere to its terms and conditions. Individual managers are responsible for ensuring this document is applied within their area. Queries on the application or interpretation of this document should be discussed with the Chief Executive Officer prior to taking action.

1. **CRITERIA**

Study assistance may be available, at the Company's absolute discretion, in the following circumstances:

4.1 When an employee wishes to qualify to practice as a member of a profession which is directly relevant to their role.

4.2 Where an individual wishes to take up further study and the area of study has direct relevance to their current role.

4.3 Where an individual wishes to take up further study and the area of study will have a direct relevance to further roles that the individual is likely to perform in the future, the request is supported by the Line Manager and funds are available within departmental training budgets.

Funding for Training & Development is sometimes available for individuals who wish to advance themselves within their current roles or to assume responsibilities over and above their day to day duties. This may in certain circumstances amount to an agreed proportion of any fee.

4.4. The Company will only consider study assistance where the above criteria is met and the employee has been performing to an above standard performance on a continuous basis.

1. **POLICY**

5.1 Requests for support should be discussed with the Line Manager during the Performance Review process and signed off by the relevant Director. Any assistance may be reduced or withheld at the Company's discretion.

5.2 Once approval has been given, the following types of assistance may be provided. The Company contribution will be agreed with the employee where the subject has direct relevance and has been identified, as a development need. This will not normally be more than 50%.

5.2.1 Examination Fees:

5.2.2 Tuition Fees:

5.2.3 Training Fees:

5.2.4 Books, study materials:

Up to 50% paid by the Company on submission of receipts up to a maximum of £150 per year. The Company reserves the right to recall any materials at the end of the course, to be used by other employees.

5.2.5 Study Leave:

One day per subject up to a maximum of 3 days per annum (UK based employees, all other employees as locally agreed) for revision (including courses) plus examination days. Where individuals require more time, they are required to use their own holiday entitlement, subject to the agreement of their line manager.

5.2.6 Resits:

Exam fees will be reimbursed on receipt of the appropriate pass certificate. However whilst reasonable time off will be granted, this should be deducted from holiday entitlement or taken as unpaid leave.

5.3 The following criteria apply in respect of repayment of study/training costs:

5.3.1 If an employee gives notice to the Company prior to completing the course of study, including the passing of relevant examinations, 100% of invoiced costs incurred by the Company relating to study assistance/training will be repayable by the employee.

5.3.2 If an employee departs the Company within 12 months of the completion of the course of study, including the passing of relevant examinations, 100% of invoiced costs incurred by the company relating to study assistance/training will be repayable by the employee.

5.3.3 If an employee departs the Company between 12 and 24 months of the completion of the course of study, including the passing of relevant examinations, 50% of costs incurred by the company, will be repayable by the employee.

5.3.4 If an employee fails to complete the course the Company may at its absolute discretion request repayment in full of any given fees.

5.3.5 If an employee is made redundant by the Company, no repayment of any costs associated with the training will be requested. However if the employee volunteers for redundancy, then the repayment terms as set out in this policy will apply.

5.4 A study assistance agreement form (see appendix) must be completed and signed by the employee, relevant Director and Finance.

5.5 It is Company policy to encourage membership of appropriate professional institutions and the Company will normally refund the annual subscription cost of such membership, upon full membership being obtained/awarded.

5.6 The Company reserves the right to request documentary proof of attendance. Additionally the Company may request information on performance/progress of an individual directly from the institute/course provider.

5.7 The continual funding of any course/study is at the discretion of the Company and can be reviewed on an annual basis.

### Personal Study Assistance Scheme

To: Finance Department

I, ……………………………….., agree to pay Veeve 100% of the fees and assistance afforded to me by Veeve in the 12 months up to my completing my exams in connection with my pursuit of the ………………………..………………… qualification should I give notice to leave Veeve within one year of completing my examinations.

In addition, I agree to repay 50% of the fees and assistance afforded to me in the 12 months up to my completing my examinations should I give notice to leave Veeve between one and two years of completing my examinations.

If I should give notice to leave Veeve prior to completing my examinations, the amount due to be repaid shall be 100% of the assistance afforded to me over the previous 12 months period.

Signed: ………………………………………. Date:……………………………..

[Name]

## Personal Study Agreement Details

|  |  |
| --- | --- |
| Course Title and Duration (years) |  |
| Annual Course Fees |  |
| Any Professional Fees to be paid in addition to course fees |  |
| Date course starts |  |
| Date fees to be paid by |  |
| To whom fees to be paid |  |
| Percentage of fees to be met by Veeve |  |
| Date of examinations |  |
| Agreed amount of study leave |  |
| Agreed amount of annual leave, if taken in addition |  |
| Proposed date for review of course and exam results |  |