Professional Study Request Form

Please complete all the information below send to Head of Talent for approval [Charlotte.Davies@gamesglobal.com](mailto:Charlotte.Davies@gamesglobal.com).

By completing and submitting this form for approval, the employee is confirming that they agree to the Terms and Conditions on this form.

**Please complete all boxes below**

|  |  |  |
| --- | --- | --- |
| Name: | Akona Silwana | |
| Department: | Games | |
| Team: | Half Pixel Studios | |
| Professional Body: | xDKZQyxHY1VCsvvXAT7U | |
| Qualification/certification gained upon completion |  | |
| Name of Learning Platform (please only complete if requesting access to a learning platform e.g. LinkedIn Learning): | * Udemy * LinkedIn Learning | |
| Required for current role: | Yes | |
| Justification: | Graduate Programme Requirement | |
| Start date: | 03 April 2023 | |
| End date: | 22 December 2023 | |
| Exam dates: | N/A | |
| Total cost: |  | |
| Payment: | Invoice  (preferred method) | Self  (claim back via expenses) |
|  |  | |
| **Employee signature** | A Silwana | |
| **Date** | 11/04/2023 | |
| **Manager signature** |  | |
| **Date** |  | |
| **Manager comments** | | |
| **Talent Team Approval** | | |
| **Signature** |  | |
| **Print name** |  | |
| **Date** |  | |

Terms and conditions

1. **Summary**

Games Global (‘the Company’) actively promotes continuous development of its people. To apply for financial assistance for professional memberships, study/training or learning platforms the study must be related to your current role and/or likely career progression with the Company and approval is at the Company’s discretion.

You will be required to attend all courses/lectures etc, complete all assessments/assignments, write any exams (if required), and complete the course.

Study/exam leave will be granted on a case-by-case basis at the discretion of the Company, up to a maximum of 10 days per year (January to December).

1. **The Process**

2.1 In the first instance please speak with your line manager to discuss your development and relevant training opportunities that may be of interest to you. You need to clearly demonstrate to your manager what objectives you seek to achieve from the training, how the proposed training is relevant to you, how it is relevant to the Company and what the benefits would be of undertaking such training.

* 1. Please then complete this form, have this approved by your manager and forward to Charlotte Davies, Head of Talent for approval.

The below T&Cs do not apply to learning platform access. Please note: You will be advised how the platform licence should be purchased at the time of approval.

* 1. Once the required approvals have been obtained, you are responsible for booking the training.

2.4 Upon completion of the training, please provide the People Team with a copy of any

certificate you receive of confirmation of training completion.

2.5 If you are unable to complete the course or fail an associated exam you must inform

the People Team immediately. You may be required to reimburse the Company for 100% of the course fees

2.6 If you resign from the Company within 24 months of completion, the following will be due back to the Company:

* Within 6 Months of completion of study: 100%
* Within 12 Months of completion of study: 75%
* Within 18 Months of completion of study: 50%
* Within 24 Months of completion of study: 25%

1. **Study**

3.1 The Company expects the Employee to complete and pass the agreed study within a reasonable period, but in no later than the Providers recommendations.

3.2 The Employee is required to study diligently. The Company expects the Employee to attend all relevant courses/seminars and examinations for the Employee to pass and obtain the qualification.

3.3 For the duration of the Employee’s studies, the Employee must maintain all appropriate training records.

3.4 The Company will pay the Employee’s first sitting of each of the examinations linked to such training. The Company may at its absolute discretion, agree to pay for any re-sits that need to be undertaken by the Employee for the Employee to obtain the qualification.

3.5 The Company reserves the right, at its discretion, to withdraw the payments set out above if, (i) there is evidence that the Employee is failing to meet the minimum required standards of study or examination performance; or (ii) is failing to study diligently; or (iii) the Employee is otherwise in breach of his employment contract; or (iv) the Employee resigns before completion of studies.

3.6 In the event of the Employee failing to meet the minimum standard required in any of the examinations, the Employee shall inform the Company immediately.

3.7 The Employee hereby acknowledges and agrees that if the Employee does not obtain the qualification within the period specified (or such extended time as the Company may agree) the company may request the employee to refund part, or all the financial assistance granted.