

Objectives of the Educational Measure:

Employees should set clear and precise goals for the educational measure and how it can support the business.

Application Process:

Employees wishing to participate in an educational measure should submit a written application to their supervisor.

The application should include:

Name of the course or educational measure

Provider/Institute

Duration of the course

Total costs, including all fees and other expenses

A brief description of how the course can contribute to the employee's professional development and business.

Approval Process:

Upon submission, the application will be reviewed by the HR department and then evaluated together with the supervisor.

Approval is based on various criteria such as the relevance of the measure, total costs, availability of budget, and business needs.

Cost Reimbursement:

If the application is approved, the employee will be informed in writing about the portion of the costs to be reimbursed.

After completing the educational measure, the employee should submit all relevant receipts and a certificate of completion.

Reporting Obligation:

Upon completion of the course or educational measure, the employee is required to prepare a short report on the results.

Repeat Applications:

Employees may apply for multiple educational measures. However, there should be a reasonable period between applications.

Note: Companies may include additional criteria or steps in the approval process depending on their specific needs.