



Vodafone UK Policy

Learning at Work Policy

Doing what's right

Objective/Risk

Learning and development is key to being successful at work, both individually and as a business. Here we'll talk through different types of Learning and Development opportunities available to you.

Policy Owner

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Scope and Compliance

This policy applies to all employees of Vodafone UK, no matter which part of the company you work in or where you are based.

Compliance levels will be monitored on a regular basis and results reviewed by appropriate governance bodies. Any breach will be treated as a serious disciplinary offence and may be subject to disciplinary actions in accordance with the provisions of the relevant local HR policy.

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1 Policy Details

All information on our learning and development opportunities can be found on the Vodafone Learning site. We've divided our online materials into specific development themes to help you and your team get what you need quickly.

You can also take advantage of specific learning activities which are relevant to your role via the communities and academies sections. This may be e-learning, videos, e-books or face-to-face. These may be applicable to the whole or part of your team, in which case your manager will help organise.

Educational sponsorship

If you want to do a further qualification that's relevant to your role (e.g. Diploma, CIM, CIMA, CIPD etc.) we may be able to offer you full or part funding. Please be aware that we will not support MBAs. For specific information about CIMA, ACCA & AAT please click [here](#).

To be considered for initial funding you need to be a G, E or X performer in your most recent Performance Dialogue (PD). We'll review these requests on a quarterly basis.

You can access the Further Learning request tool to apply for sponsorship by visiting Vodafone Learning, and clicking on 'Further Learning request tool' within Quick Links on the homepage.

Where a course is split across a number of modules or activities, you'll need to apply for each one separately.

If you leave Vodafone within two years of completing your course, we may ask you to pay back all or part of the funding.

Professional membership fees

As long as it's relevant to your job, we'll repay the personal membership fee for one professional body or organisation each year (e.g. IEE, CIM, CIPD). You should make this payment in line with the guidance set out in the Employee travel and expenses policy.

To qualify, the organisation has to be on the Inland Revenue list of approved bodies, support continuous professional development or be essential for working in your profession.

Time off to study

Where we're supporting you with a professional qualification, you'll be able to either work flexibly around your course or take a number of days off to study each year. Your manager will have to approve these and they'll have to be partly made up of your holiday days (e.g. two days off studying would be made up of one holiday day and another day that we'd give you). Up to a maximum of 5 working days.



2 Employee's Checklist

L&D Opportunities	How to Access	Approval Process
Online Resources	Vodafone Learning site.	No approval needed.
Specific Tailored Training (individual or team)	Use 'Further Learning request tool' available from the Vodafone Learning site.	Your manager needs to approve. Then, it'll be reviewed by L&D. (Requests are reviewed once a month).
Educational Sponsorship	Use 'Further Learning request tool' available on Vodafone Learning site. If your course is split across a number of modules you'll need to apply for each one separately.	Your manager needs to approve. Then, it'll be reviewed by L&D. (Requests are reviewed once a quarter).
Time off for study	If you need some time off for studying or professional exams, agree with your manager to either work flexibly around this or take a few days off.	Your manager needs to approve.
Professional Membership	To reclaim agreed professional membership fees, use the same process as for standard expenses (paid for by your local cost centre).	Your manager needs to approve.

3 Manager's Checklist

Take the time to have regular development discussions with all team members, even if it's a five minute chat as part of something else.

You can review what learning your team members have completed via your Team Dashboard on Vodafone Learning (drop down box at the top of the site). You can also find and assign relative learning to your team members to support them in their development.

If someone in your team requests further training or educational sponsorship make sure it's valid and relates to their role before you approve it.

If you've identified a training need for your team, please use the 'Further Learning request tool' available on the Vodafone Learning site. Once completed and approved the request will be reviewed by the L&D team.

If your team member needs some time off for studying or professional exams, arrange that they either work flexibly or take a few days off.

Use local or functional talent review discussions to promote the skills of your team members. Make sure you regularly feedback on these sessions and keep your team up to date with the secondment opportunities out there.



4 Further Information

If you require more information please review our FAQ's below or email ASK HR.

5 Document history

Vers.	Date	Changes	Other standards affected	Approved by
1	01/11/2013	Original document		
2	28/08/2014	Link to CIMA policy added		