

 Savan Resorts	POLICY AND PROCEDURE	
	Department: Human Resources	
	Section: Learning & Development	
SR.HR.P.03.004	Policy: External Training	
Supersedes Policy No: <u>n/a</u>	Issued on: 17 May 2019	Effective Date: 1 June 2019

Purpose:

This policy applies to all team members who qualifies and is interested in further developing his his/her concerned career knowledge/skills with external trainings and later he/she would transfer knowledge gained to other team members.

Eligibility

Permanent team member who has completed at least 6 months of service with Savan Resorts.

Procedure:

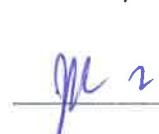
1. Training invitations from external trainer/institution received by any departments head must be sent to the Training & Development Department immediately for consideration.
2. Learning & Development Department shares the training opportunities to department (s) where training course is applicable and arrange the deadline for application submission.
3. Applicant must fill in the External Training Requisition form, enclose the training course reference and obtain approval from their Section/Department/Division Heads. Afterward, the applicant must apply the leave prior to training date.
4. The application forms must be sent to the Learning & Development Department at least 7 days before training date. Application will be endorsed by the Human Resources, Learning & Development Dept., then to Savan Resorts Management for final approval.
5. After attending the course, each applicant must submit to Learning & Development a written report in English, Lao or Thai about his/her training by using the External Training Summary form within 7 days.
6. Applicants must coordinate with Manager - Learning & Development to set class (es) for him/her to share knowledge/skill gained to colleagues and/or superior.
7. Applicant must coordinate to submit to the Liquidation Form directly to finance by support of their departmental administrator and copy to Learning & Development of all document, included the receipt.
8. External Training expense is allocated and charged to the requested department
9. Applicant will not get the compensation or extra overtime of any days off nor customary holidays falling between training period or on even the days spent for the training trip.
10. Applicant who would incur total training expense of more than Baht 10,000 per course must sign a Training Contract Form whose conditions are outlined below (11).

Initiated By

 24/5/2019

Manager - L&D

Verified By

 21/05/19

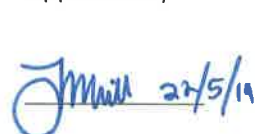
Chief Operating Officer

Verified By




Chief Financial Officer

Approved By

 22/5/19

President

 21/5/19

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11. Applicant who sign Training Contracts are not allowed to resign and must render service after the completion of the training date as follows;

Training and Job Engagement Contract:

- Training costs more than 10,000 baht / course. Employees will be engaged to work for at least 6 months, otherwise, they must pay back for the total course expense and be deducted salary equivalent to leave days for that training from the latest salary payment.

Exceptional from Contract: Only the case that management require the team member to attend as the meaning of assignment from company. The approval of documents will be verified clearly in the External Training Requisition Form.

Budget for travel expenses and external training / seminars: it is comply as same as the Policy & Procedure "Business Travel and Reimbursement" (SR.HR.P.01.001).

Initiated By	Verified By	Verified By	Approved By
 21/5/2019	 21/05/19		 21/5/19
Manager L&D	Chief Operating Officer	Chief Financial Officer	President
 21/5/19			



EXTERNAL TRAINING REQUISITION FORM

TO **Manager -Learning & Development**

Department _____ would like to send the following person:

1	_____	ID	_____
2	_____	ID	_____
3	_____	ID	_____
4	_____	ID	_____
5	_____	ID	_____

Place of Training/Seminar _____

Subject _____

Period _____ Date: _____ Time: _____

Organized by _____

Training Fee/person _____ Total _____ THB/USD

Withholding Tax _____ THB/USD

VAT _____ THB/USD

Proposed by (HOD)

Verified by

Verified by

Approved by

Head of Department

Chief Operation Officer

Chief Finance Officer

President

Acknowledged by Manager - Learning & Development

Sign _____

Already registered and paid

Sign _____

Acknowledged by Director - Hotel Operations

SR.HR.F.03.001



EXTERNAL TRAINING SUMMARY

Name: _____ **EMP.ID** _____

Position: _____ **Department:** _____

Training Topic: _____ **Course date:** _____

Venue: _____

Handout (✓) _____ **Yes, please attach** _____ **No** _____

What you have learned:

How you will implement new skills and knowledge to your jobs in the company:

How you will evaluate this excursion:

Trainee (Team member)

Review by Head of Department

Acknowledged by Manager - Learning & Development

Acknowledged by Director – Hotel Operations