



HOPEBRIGHT
S C H O O L

Training & Development Policy

Publication Date: September 2026

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Contents

1. Overview
2. Induction
3. Mandatory Training
4. Cost of Training
5. Higher / Further Education
6. Apprenticeships
7. Sample Funding Agreement

1. Overview

Hopebright is committed to providing high-quality training and development opportunities to all staff in order to:

- Improve organisational effectiveness
- Enhance service delivery to learners and employers
- Support staff wellbeing, job satisfaction, and career progression

Our objective is to:

- Develop staff skills and knowledge relevant to their roles
- Ensure staff remain up to date with safeguarding, education, and work placement practices
- Support continuous professional development (CPD)

Training may include:

- Internal training sessions
- Online learning
- External courses and qualifications
- On-the-job learning and mentoring

Staff may be required to attend training delivered externally, which may involve time away from normal duties. Reasonable expenses will be reimbursed in line with Hopebright's expenses procedures.

Training needs will be:

- Reviewed regularly by line managers
- Discussed during supervision and appraisal processes

2. Induction

All new staff (and those returning after a significant absence) will complete a structured induction programme to:

- Understand their role and responsibilities
- Become familiar with Hopebright policies and procedures
- Ensure safe and effective working practices

Induction will include:

- Safeguarding and child protection
- Health & safety
- First aid awareness
- Work experience processes and employer engagement
- SEND awareness (where relevant)

Each staff member must:

- Complete an **induction checklist or booklet**
- Demonstrate understanding of key policies

Completion of induction is required before:

- Passing probation
- Working independently in key areas

Hopebright is committed to equality and will make **reasonable adjustments** in line with the **Equality Act 2010** where required.

3. Mandatory Training

Certain training is mandatory depending on role. This may include:

- Safeguarding and Prevent
- Health & Safety
- First Aid
- Data Protection / GDPR
- SEND awareness
- Work experience and employer engagement procedures

Mandatory training:

- Must be completed within required timescales
- May be delivered online or in person
- Must be refreshed periodically

Failure to:

- Complete required training
- Attend mandatory sessions
- Meet competency requirements

May impact:

- Role responsibilities
- Continued employment

4. Cost of Training

Hopebright invests significantly in staff development and will fund training where appropriate.

However:

- If an employee leaves after completing funded training, they may be required to **repay costs**
- Repayment is based on a **sliding scale** depending on time elapsed since completion

Staff must:

- Sign a **training funding agreement** before attending funded training
- Agree to repayment terms where applicable

No externally funded training will be approved without:

- A signed agreement in place

5. Higher / Further Education

Hopebright encourages staff to pursue relevant professional or academic qualifications where they:

- Support the organisation's work
- Enhance the staff member's role

Funding support:

- Is discretionary
- Must be approved by senior leadership
- Must be relevant to organisational needs

Staff may also:

- Apply for **study leave**
- Receive support for exams and coursework

Requests should be made to:

- Line manager or senior leadership

6. Apprenticeships

Hopebright supports apprenticeships as a route to:

- Develop skills and knowledge
- Build career pathways
- Strengthen workforce capability

Apprenticeships may be available to:

- New employees
- Existing staff

Key Principles

- Apprentices must be employed in a real job role
- Training must lead to an **approved qualification**
- Programmes must last a **minimum of 12 months**
- At least **20% of time** must be off-the-job training

Apprenticeship Levels

| Level | Equivalent Qualification |
|---------|---------------------------------|
| Level 2 | GCSE level |
| Level 3 | A Level |
| Level 4 | Certificate of Higher Education |
| Level 5 | Foundation Degree |
| Level 6 | Bachelor's Degree |
| Level 7 | Master's Degree |

Programme structure and assessment will follow the relevant apprenticeship standard.

Staff interested in apprenticeships should speak to:

- Line manager
- Senior leadership

7. Sample Funding Agreement

Staff Training – Funding Agreement

Employees may be required to attend training identified by Hopebright as:

- Mandatory
- Role-specific
- Developmental

Hopebright will fund training subject to the following conditions:

Agreement Conditions

- A signed agreement must be completed **before attending training**
- Failure to attend or complete training (without approval):
 - Full costs must be repaid
- If employment ends (excluding redundancy):
 - Training costs must be repaid according to the schedule below

Repayment Schedule

| Time Since Completion | Repayment |
|-----------------------|-----------|
| Up to 6 months | 100% |
| 7–9 months | 60%–40% |
| 10–12 months | 30%–10% |
| 12+ months | 0% |

(Exact repayment may vary depending on course cost and agreement terms.)

Additional Conditions

- Recovery may be made via salary deductions where permitted
- Any tax implications from waived repayments are the responsibility of the employee

Training Details (to be completed)

- Course Name:
- Provider:
- Start Date:
- Completion Deadline:
- Cost:
- Invoice attached: Yes / No



Agreement Signatures

Staff Signature: _____

Name: _____

Date: _____

Manager Signature: _____

Name: _____

Date: _____