**Ebor Academy Trust**

**Professional Training Contract**

This agreement is between Ebor Academy Trust and the named employee for the undertaking of professional training and/or further study towards a recognised qualification.

**Employee undertaking training**: <insert employee name>

**School / Location within Ebor:** <insert employee’s base school or location>

**Professional training/qualification to be taken:** <insert qualification>

**Authorising manager:** <insert line manager’s name>

**1. Justification for the training/study**

**1.1 Employee’s reason for requesting training/study support[[1]](#footnote-1):**

<employee to insert their own comments>

**1.2 Line managers supporting comments and business case[[2]](#footnote-2):**

<line manager to insert their own comments in support of the above including reason it will benefit Ebor>

**1.3 Agreed minimum performance required for Ebor to fund the training / study:**

<insert the minimum performance, including SMART targets, which the employee must satisfy to be funded on the training / study (for example passing exams or achieving a particular mark / grade)>

**Financial Impact**

Include as much information regarding the financial impact of the training below. In particular, course fees, additional resources required, and any agency or supply teacher costs. Where costs are estimated please indicate this. If you are requesting part funding on a percentage basis please include the amount of funding requested under course fees and other costs and detail the full cost of the course under comments.

**Which school / location is covering the cost?:** <insert the school / location>

**Has this training / study been included in the budget?:** Y / N

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year of training / study** | **Course fees (£s)** | **Estimate (Y/N?)** | **Other Costs (£s)** | **Estimate (Y/N?)** | **Comments (inc' detail of other costs)** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |

**Declarations and Approvals**

**Employee:** I, <insert employee name>, agree that if I do not meet the performance targets set out under 1.3 funding for this study will be withdrawn except in extenuating circumstances. Also, if I leave Ebor’s employment I will be liable for all those fees/costs incurred within the 12 months prior to the date of handing in my notice and 50% of all those fees/costs incurred between 12 and 24 months prior to the date of handing in my notice.

**Signed by the employee: ………………………………………………………………………………………………………..**

**Date: …………………………………………………..**

**Line Manager:** I, <insert line manager’s name>, confirm that this training / study will be to the benefit of Ebor Academy Trust, that I have discussed the implications of under-performance with the employee, that I have discussed the implications of leaving the employment of Ebor Academy Trust with the employee, and that I have ensured affordability with the SLT at my school / location.

**Signed by the line manager: ………………………………………………………………………………………………………..**

**Date: …………………………………………………..**

**Executive approvals**

**Executive Headteacher or Chief Executive[[3]](#footnote-3): ……………………………………………………………………………….**

**Date: …………………………………………………..**

**Finance Director[[4]](#footnote-4): …………………………………………..………………………………………………………………………..**

**Date: …………………………………………………..**

1. Employee must include as much information that they believe would support the decision to undertake the training/study. Evidence must be provided of need to Ebor as well as the employee’s own personal development. [↑](#footnote-ref-1)
2. Line manager’s comments must support the proposed study/training. Where possible include measurable data and/or impact. [↑](#footnote-ref-2)
3. Required to ensure alignment with strategic objectives, in particular in relation to Teaching and Learning. The relevant Executive Headteacher responsible for the approving line manager must be the signatory. [↑](#footnote-ref-3)
4. Required for financial approval and to validate that a budget has been allocated for the training / study. [↑](#footnote-ref-4)