Training Agreement

Throughout employement staff may be required to attend suitable training courses relevant to their role within the nursery. Courses can vary in legnth and cost. Staff may need to attend training courses out of working hours.

The nursery is willing to pay the cost of training courses providing the staff member remains employed for a minimum period of 12 months following the completion of the training.

If a staff member leaves the employemnt at any time before the 12 month period, then they will be required to pay a proportion of the course fee & time used, based on the following:

Less than 3 months after completion of training 100%

3-6 months after completion of training 75%

6-9 months after completion of training 50%

9-12 months after completion of training 25%

In the event the staff member fails to pay, then the nursery has the right as an express term of the employees contract to deduct the outstanding amount due under this policy.

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| This policy was adopted on | Signed on behalf of the nursery | Date for next review |
| *March 2020* | *S A Johnstone* | *March 2022* |