



SHROPSHIRE

Fire and Rescue Service

<u>CONTENTS</u>	Page No
PURPOSE	1
STRATEGIC AIMS AND OBJECTIVES	1
ROLES, RESPONSIBILITIES AND REVIEW	1
INTRODUCTION	2
HOW DO I GET STARTED?	2
WHAT SUPPORT WILL I GET FOR FURTHER EDUCATION	2
FURTHER INFORMATION	5
SPECIAL CONDITIONS	5
 Appendix A Financial Assistance with Further Education and Training (FB42)	

**BRIGADE ORDER
TRAINING
NO. 5**

PART 7

**FURTHER
EDUCATION AND
TRAINING FUNDING**

PART 7 - FURTHER EDUCATION AND TRAINING FUNDING

PURPOSE

The purpose of this Order is to explain the process and method of applying for funding assistance for further education and training in Shropshire Fire and Rescue Service.

STRATEGIC AIMS AND OBJECTIVES

This procedure helps toward the achievement of Strategic Aim 3 “Secure the highest level of safety and welfare for all staff and Authority members by providing effective leadership, training, equipment and systems of work”.

In particular it helps to meet our Corporate Aim 8 “Ensure that all members and employees are competent and able to perform their role”.

ROLES, RESPONSIBILITIES AND REVIEW

The **Development Manager** is responsible for ensuring this Order is implemented across the Brigade.

The **Relevant Line Managers** will be responsible for the day to day operation of the Order.

The **Development Manager** will review this order annually in *February* and as and when organisational changes take place.

INTRODUCTION

Shropshire Fire and Rescue Service is committed to the development of all staff and will support participation in appropriate training and development programmes, whether internally or externally provided.

All essential training will be provided but line managers and staff may identify areas of development not covered by the annual training programme. This Order gives guidance to managers and staff as to the procedures to follow in applying for Brigade funding for this type of external training and development.

The external training covered by this guidance primarily benefits the individual through enhancement of career prospects. However, there will undoubtedly be spin-offs for the Service, even where the subject studied is not directly related to our main service area. Greater efficiency at work, heightened self-esteem and confidence and improved communication skills may be the result. It is for these reasons that the Shropshire Fire and Rescue Service will support staff wherever possible.

HOW DO I GET STARTED?

Your Line Manager should be your first point of contact for development opportunities. You should discuss your intentions with your Line Manager at the earliest opportunity. Perhaps a personal development need will have been identified during your Individual Performance and Development Review, or perhaps at the beginning of a project. If the training requires you to be released during working hours you will also need to discuss this with your Line Manager before you apply.

The Development Manager is available for individuals who would like guidance and advice on what courses are available and on individual needs and interests.

**NEVER HESITATE TO CONTACT THE DEVELOPMENT
MANAGER FOR HELP.**

WHAT SUPPORT WILL I GET FOR FURTHER EDUCATION?

FUNDING

A Further Education Group, namely the Fees Committee, set up to review each application will decide rates of support and you will be informed of the level of support when your application is approved.

In general there are two categories of funding:

Short courses and Skill Specific Training

Where an individual requires training in a specific work related skill not covered by the annual training programme, the Brigade will offer 100% funding in most cases and requests for this training should be submitted using Appendix A(FB8) of Brigade Order Training Number 2, Part 9, Training Request/Evaluation form

Further Education and Training Courses

Where an individual seeks further education and training leading to a recognised qualification, the Brigade may offer financial assistance. In most cases the Brigade will offer a percentage of course fees (including examination fees) and you may be required to sign a 'pay back' agreement. The Brigade may also refund (up to a maximum of £110) costs of examination fees for recognised Professional Bodies. Application for this should be done on the same forms.

In calculating the level of funding and the pay back criteria, the Policy Group will consider a wide variety of issues including:

- Your comments on the development opportunity.
- The comments of your line manager.
- The budget available.
- The relevance of the whole course to your current role.
- The benefits to the Brigade from your development.
- The relevance of the course to any future role you might fulfil.
- The 'payback' time of the investment in terms of improved quality/efficiency of your work.
- The comments from members of staff previously attending the same or similar courses.
- The total cost of the course to the Authority.
- Your needs, identified from your Individual Performance and Development Review, and your Personal Development Record.

HOW DO I APPLY?

Once you, together with your Line Manager, have decided which course you need and where you wish to study, the following steps should be followed to apply for funding assistance:

Step One Read this Brigade Order and complete a copy of the form at the rear.

Step Two Check that you have completed the form correctly and pass to your Line Manager for approval. Include with the form any further information that could help the Fees Committee reach its decision.

WHAT WILL MY LINE MANAGER DO?

Your Line Manager will add their comments to the application form. You can help in this by identifying the benefits of the course to you, to the department and the Brigade and by supplying information such as the course aims and objectives.

Step Three Wait for notification of approval and level of support. You will also be informed if your application has been unsuccessful and the reason for this.

WHAT HAPPENS TO MY APPLICATION WHILE I AM WAITING?

All applications for funding for development courses are considered by the Fees Committee. The Committee will comprise of no less than two Members of Policy Group and will meet twice per year, in May and in January, to coincide with the beginning of educational establishment term times. The Committee will decide whether the application is approved and the level of funding.

Step Four Once you have received notification of approval and level of funding you should apply for a place on the course.

Step Five Arrange for payment of fees. In most cases it will be possible to obtain an invoice addressed to the Shropshire and Wrekin Fire Authority for the attention of the Development Manager. If not, contact the Development Manager for advice.

HOW WILL I PAY MY SHARE?

The Brigade will meet the course fees in full on receipt of the invoice. An invoice will then be raised against you for your percentage of the fees. These fees should be paid in accordance with the agreement made between you and the Brigade

Step Six Enjoy the course!

WHAT IF I GET INTO DIFFICULTIES?

The Brigade is committed to helping you succeed. You can always ask your Line Manager, or the Development Manager for help and advice. Supporting staff through training and development activities goes beyond financial assistance. If you require help at all do not be afraid to ask.

Step Seven Evaluate and apply what you have learned.

Whatever course you have been doing we need to know whether it has been useful, well organised, effective etc. Would you recommend it to anyone else? You will be asked to complete an evaluation sheet and to discuss the value of the course with your Line Manager. You will also need to add to your Personal Development Record. Continued support for education and training activities will depend on effective evaluation. Make sure that you try out your new skills at work and ask yourself “has the training improved my skills knowledge and understanding for the benefit of myself and the Brigade?”

WHAT IF I DON'T COMPLETE THE COURSE?

Remember, if you are unable to attend a short course or if you do not complete a course without good reason many organisations will not refund the fees. This money is therefore wasted.

YOU MAY BE LIABLE FOR REPAYMENT TO THE BRIGADE IN FULL.

WHAT IF THE COURSE IS CANCELLED?

If the organisation providing the course cancels the course we will be able to claim a refund so it is important that you tell the Development Manager if this happens.

REMEMBER TO ASK FOR HELP IF YOU NEED IT.

FURTHER INFORMATION

TEXT BOOKS

Where possible the Brigade Library will purchase key course books that you will require for your course of study. On completion of the course these books will be recovered from you and placed in the library.

SPECIAL LEAVE AND TIME OFF

The Brigade may allow time off for travelling to reach evening classes and for occasional daytime tutorials, pre-examination revision and examinations.

All leave is subject to the discretion of Line Managers.

Staff undertaking a course of further education should be aware that time is not allocated during the working week for personal work, unless specifically agreed with the Line Manager. Assignments should, where possible, be completed outside working hours.

SPECIAL CONDITIONS

You may be asked to accept a payback clause whereby, in the event of leaving the Brigade before completing an agreed period of service after the course or in the event of you not completing the course of study, the Brigade will recover a percentage of fees. Such arrangements will be agreed prior to you starting the course. You will be asked to sign an agreement form before commencing the course.

Each case will be considered on its own merits. The decision to include a payback clause will be taken by the Fees Committee at the time of application.

SHROPSHIRE FIRE AND RESCUE SERVICE

FINANCIAL ASSISTANCE WITH FURTHER EDUCATION AND TRAINING

Surname:	First Name:
Role/Grade:	Line Manager:
Course applied for (<i>course objectives to be attached</i>):	
College/Institution/Organisation to be attended:	
Course start date:	Course finish date:
Qualification to be sought/subject area:	
Was this qualification/training identified in your development plan?	
Benefits to you/your career development:	
Benefits to your department/area:	
How do the aims and objectives of the course link to the Strategic Aims and Objectives of the organisation?	
What is their relevant to your role?	



Type Of Course (*Give details of attendance requirements e.g. part-time, evening, block or day release (with dates where possible), amount of time off work required to complete course*).

Course Fees: (*with a separate cost for essential books*)

I have read and understood and accept the content of the order.

Signature Of Applicant:

For Line Managers Use Only:

Name:

Outline briefly benefits to your department and the Service:

Signature:

Date:

Fees Committee:

