|  |  |
| --- | --- |
|  | A blue and green triangle logo  AI-generated content may be incorrect. |
|  | **Qualifications Guidance** |
|  | **Version 2**  **1 September 2009**  **05/3/25 - Please be aware that this Guidance is currently under review and the content and information may vary from current practice.**  **If you need specific guidance, please contact** [**People Development**](https://www.highland.gov.uk/staffsite/info/35/learning_and_development) |
| **1.** | **Introduction** |
|  | The Council has stated that it will invest in all employees to meet its objectives and values and deliver results that the public has a right to expect. Qualifications are only part of this approach. They embrace and reflect work place competence and business needs. |
| **2.** | **Types of Qualifications** |
|  | Qualifications are taken to be certificated and recognised awards, (certificated by national awarding bodies and recognised by the Council), which are appropriate to our needs and which enable all employees to perform their current and potential future job roles within the Council.  There are two main types of qualifications:   * Traditional/knowledge based qualifications which normally require formal attendance at college or home based and are most often assessed by way of examination * Vocational/knowledge and application based qualifications which are normally assessed in the workplace by way of producing a competence based portfolio of evidence |

|  |  |
| --- | --- |
| **3.** | **The Process** |
|  | Qualifications may be pursued as a mandatory requirement of the job or to enhance the quality or service and/or for personal development. The Qualification Scheme process authorises and clarifies funding and other support for the learner. The information gathered through the process enables accurate records to be maintained and sufficient information for Equal Opportunities monitoring.  When a qualification need has been identified for an individual then the Qualification Scheme process must be followed:  **Step 1**  [Qualification Application QA1](#Qual_App_QA1) form (Appendix One) is completed by applicant and submitted to their line manager for approval and then forwarded to Service Director for authorisation and signature  **Step 2**  Service Director to return a copy to both applicant and line manager. The signed QA1 can be used as proof of funding for the training provider.  **Step 3**  Line Manager to complete the [Qualifications Learning Contract QA2](#Qual_Learn_Contract_QA2) form (Appendix Two) and a copy given to applicant and line manager. Guidance Notes for the Completion of Forms (Appendix Four) |
| **4.** | **Schedule of Allowances** |
|  | A schedule is attached which outlines the travel and subsistence arrangements for students attending study away from their place of work ([Appendix Five](#Append_5_Allowances)). |

|  |  |
| --- | --- |
| **5.** | **Post Qualifying Support and Maintenance** |
|  | It is recognised that it is vital that the skills and knowledge that have been acquired through a course of study need to be maintained. Linking post qualifying support and maintenance to the whole issue of non-qualifications training and development within the Authority. It is recognised that this will also relate to the approach to continuing professional development. |
| **6.** | **Modern Apprentices** |
|  | This section will need to be reviewed in line with the new MA programme  Modern Apprentices are required to follow the designated Modern Apprenticeship Framework for their vocational area. Managers will discuss the training with the Modern Apprentice, and the Training Provider.  **Step 1**    Line manager to register with the Training Provider.    **Step 2**  Line Manager and Modern Apprentice to complete the Modern [Apprenticeship Learning Contract QA3](#Mod_Appr_Learn_Cont_QA3) (Appendix Three) and confirm Service Director approval. Guidance notes for the completion of Forms (Appendix Four)  **Step 3**  Line Manager to forward QA3 form to Learning & Development for recording on to the Qualification Database, and a copy then returned to Line Manager. A copy should then be given to the Modern Apprentice.    **Step 4**    The Manager and the Training Provider will arrange to review  progress with the Modern Apprentice formally on a quarterly  basis. |

**Appendix 1**

Qualification Application [QA1](#Qual_App_QA1)

**Appendix 2**

Qualification Learning Agreement [QA2](#Qual_Learn_Contract_QA2)

**Appendix 3**

Modern Apprenticeship Learning Contract [QA 3](#Mod_Appr_Learn_Cont_QA3)

**[Appendix 4](#Append_4_Guid_Notes" \o "Drops to this topic.)**

Guidance Notes for the Completion of Forms

**[Appendix 5](#Append_5_Allowances" \o "drops to this topic.)**

Scheme of Allowances for all Employees Undergoing Training

**Appendix 1 QA1**

**Qualification Application**

**Application for Approval and/or Financial Assistance**

[Back to top](#_top)

|  |  |
| --- | --- |
| **Name** |  |
| **Service** |  |
| **Appointment and Grade** |  |
| **Payroll Number** |  |
| **Works Address and**  **Telephone Number** |  |
| **Gender** | **Female 🞎 Male 🞎** |
| **Ethnic Origin** |  |
| **Do you consider that you have a disability?** | **Yes 🞎 No 🞎** |

**Qualification to be undertaken**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start**  **Date** | **Course Title** | **Method and Place of Study** | **Tuition and Other Costs** | **Estimated Completion Date** |
|  |  |  |  |  |

This agreement applies to all staff who receives time off work and/or financial assistance in order to undertake recognised qualification training while in the service of The Highland Council. Staff wishing to undertake training leading to a recognised qualification, and who have received written approval of their Service Director may receive full salary whilst training. All tuition, registration and examination fees may be met by the Service, together with subscriptions to students unions and any other obligatory fees. Entitlement to travel and/or subsistence allowances will be in accordance with Appendix 2 of the Training Scheme. The cost of purchasing essential text books, materials and equipment may be met by the Service, only when these are not already available in the service should books be purchased through the Library Service.

**Undertaking of Employees under Training**

In consideration of the Highland Council having agreed to pay my full salary during periods of training and/or to provide the financial contribution detailed above, I bind and oblige myself to continue in the employment of the Council for a period of not less than one year immediately after completion of the course. Should I fail to continue in my employment for at least one year, or fail to complete the course, I undertake to pay the Council such proportion of all fees and allowances paid in relation to my attendance at the course as the Council, (having regard to all relevant circumstances), deem appropriate and reasonable.

I hereby apply for approval and/or financial assistance in accordance with the provisions of the Council's scheme, and the National Scheme of Conditions of Service as a result of my PDP and/or other Service requirements.

Signature (Applicant)

…………………………………………………….Date…………………………..

Signature (Line Manager)

…………………………………………………….Date…………………………..

Signature (Service Director)

…………………………………………................Date…………………………..

**Appendix Two QA2**[Back to top](#_top)

**Qualifications Learning Contract**

|  |  |
| --- | --- |
| **Name** |  |
| **Service** |  |
| **Appointment and Grade** |  |
| **Works Address and**  **Telephone Number** |  |

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Target Achievement Date** | **Method of Achievement** |
|  |  |  |

5. Does the qualification have a re-qualification period? YES/NO

Period: \_\_\_\_\_\_

6. **Support Arrangements**

|  |  |
| --- | --- |
| Work-based Mentor/Coach | Name: |
| Awarding Body Support Person | Name:  Contact No.: |
| Time – work related |  |
| Time – non-work related |  |
| Access to support workshops |  |
| Access to materials |  |
| Study time |  |
| Examination/Assessment Time |  |

Signed: **(Applicant):** …………….…………………………………… Date ……………

Signed (**Manager):** …………………………………………………… Date …………….

**Appendix Three QA3**[Back to top](#_top)

**Modern Apprenticeship Learning Contract**

|  |  |
| --- | --- |
| **Name** |  |
| **Service** |  |
| **Appointment and Grade** |  |
| **Payroll Number** |  |
| **Works Address and**  **Telephone Number** |  |
| **Gender** | **Female 🞎 Male 🞎** |
| **Ethnic Origin** |  |
| **Do you consider that you have a disability?** | **Yes 🞎 No 🞎** |

**Modern Apprenticeship Qualification to be undertaken**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date**  **started** | **Course Title** | **Method and Place of Study** | **Tuition and Other Costs** | **Estimated Completion Date** |
|  |  |  |  |  |

This agreement applies to all staff who are Modern Apprentices who are undertaking training and qualifications in accordance with the recognised Modern Apprenticeship Framework while in the services of The Highland Council.

Modern Apprentices will receive full salary whilst training. All tuition, registration and examination fees will be met by the Service, together with subscriptions to student unions and any other obligatory fees.

Entitlement to travel and/or subsistence allowances will be in accordance with Appendix 3 of the Training Scheme.

The cost of purchasing essential text books, materials and equipment will be met by the service. Books may be purchased through Education Culture and Sport Library Services.

**Undertaking of Modern Apprentices under Training**

In consideration of the Highland Council having agreed to pay my full salary during periods of training and to support the completion of my Modern Apprenticeship, I undertake to fulfil all training and qualification requirements, including attendance at the of-the-job training where appropriate, and to meet achievement targets as agreed in my Training Plan with my Assessor

Signature (Applicant)

…………………………………………………………………….. Date………………………

Signature (Line Manager)

…………………………………………………………………….. Date………………………

Signature (Service Director)

……………………………………………………………………. Date………………………

**Appendix Four**

[Back to top](#_top)

**Guidance Notes for the Completion of Forms**

The Forms used in the qualification scheme are:

**QA 1 - Qualification Application (for all qualifications)**

**QA 2 - Qualification Learning Contract**

**QA 3 - Modern Apprenticeship Learning Contract**

It is important that these forms are filled out as accurately as possible. The process of completing these forms enables those concerned to consider all aspects of the requirements of the qualification. Additionally the forms will provide qualitative information for training information for training records and equal opportunities purposes.

**Form QA 1 – Qualification Application**

**Ethic Origin** – for census purposes the categories are:

|  |  |  |
| --- | --- | --- |
| 1. | White Scottish |  |
| 2. | White other British |  |
| 3. | White Irish |  |
| 4. | Other White background | Please specify |
| 5. | Mixed background |  |
| 6. | Asian Indian |  |
| 7. | Asian Pakistani |  |
| 8. | Asian Bangladeshi |  |
| 9. | Asian Chinese |  |
| 10. | Other Asian background | Please specify |
| 11. | Black Caribbean |  |
| 12. | Black African |  |
| 13. | Other Black background | Please specify |
| 14. | Other ethnic background | Please specify |

**Do you consider that you have a disability?**

A disability is a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities.

**Methods of Study** can be:

1. Short Courses – ‘x’ number of days
2. Day release to Training Provider
3. Block release to Training Provider
4. Vocational Qualification – Workplace Assessment
5. Open Learning
6. Open Learning with Workshops
7. Computer Based Training

**Place of Study**

The name of the Training Provider and their location.

**Estimated Completion Date**

The anticipated timescale from start to finish of the qualification.

**Tuition and Other Costs**

The cost of the qualification including any registration or examination fees. If there are costs incurred for books or other material note these. If the training will incur travel, subsistence or overnight stops, note if this type of support is being requested.

**QA 2 – Qualifications Learning Contract**

Methods of Achievement can be:

1. Formal Examination – Written
2. Formal Examination – Practical
3. Continuous Assessment
4. Workplace Assessment with Portfolio
5. Project Submission
6. Oral Examination

**Work-based Mentor/Coach**

A manager, peer or someone else within the organisation who gives guidance to assist learning

**Awarding Body Support Person**

For staff pursuing a Vocational Qualification or other competence based awards, this may be their Assessor or Adviser from within the Accredited Training Centre.

**Time – Work Related**

Agreed time within normal working hours for attendance in college, open learning, study time etc.

**Time – Non Work related**

An estimation of the commitment the learner will be making to pursuing the qualification in their own time e.g. ‘x’ hours a week. This would also include whether they are using leave for some of the qualification.

**Access to Support Workshops**

When a learner is pursuing a VQ or using Open Learning there may be a requirement to attend workshops. How many days is this likely to be. Is it all in work time or is some or all in individuals own time.

**Access to Materials**

Are there appropriate books or other materials available within the Council or will they have to be purchased. It may be possible to get some books on loan through the Library Service.

**Study Time**

This is by negotiation with the line manager. Where a learner has a significant examination the manager may permit study leave, at their discretion. The same may apply where the learner has to complete a significant project or assignment. For example, in the past, where learners pursued an HNC or HND involving two years of day release and two ends of year exams managers allowed up to two days study leave. Where qualifications are achieved through continuous assessment there is less need for study.

**QA 3 – Modern Apprenticeship Learning Contract**

**Ethic Origin** – for census purposes the categories are:

|  |  |  |
| --- | --- | --- |
| 1. | White Scottish |  |
| 2. | White other British |  |
| 3. | White Irish |  |
| 4. | Other White background | Please specify |
| 5. | Mixed background |  |
| 6. | Asian Indian |  |
| 7. | Asian Pakistani |  |
| 8. | Asian Bangladeshi |  |
| 9. | Asian Chinese |  |
| 10. | Other Asian background | Please specify |
| 11. | Black Caribbean |  |
| 12. | Black African |  |
| 13. | Other Black background | Please specify |
| 14. | Other ethnic background | Please specify |

**Do you consider that you have a disability?**

A disability is a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities.

**Methods of Study** can be:

1. Short Courses – ‘x’ number of days
2. Day release to Training Provider
3. Block release to Training Provider
4. Vocational Qualification – Workplace Assessment
5. Open Learning
6. Open Learning with Workshops
7. Computer Based Training

**Place of Study**

The name of the Training Provider and their location.

**Estimated Completion Date**

The anticipated timescale from start to finish of the qualification.

**Tuition and Other Costs**

The cost of the qualification including any registration or examination fees. If there are costs incurred for books or other material note these. If the training will incur travel, subsistence or overnight stops, note if this type of support is being requested.

**Appendix 5**

[Back to top](#_top)

**Scheme of Allowances for All Employees Undergoing Training**

**General**

Employees should not be ‘out of pocket’ on actual expenditure incurred in attending any authorised training course. Variations to the rates stated below will be considered in cases of hardship and supported by actual receipts.

The Service Director and/or the Director of Finance may adjust and/or reject any claim which is not in accordance with the regulations and rates in operation.

**Course/Examination Fees**

Actual costs of tuition, registration and examination/assessment fees will be met together with any obligatory fees.

**Materials/Books**

The cost of purchasing essential text books, material and equipment will be met only when these are not already available in the Service. Purchase of books should be through Education Culture and Sport, Library Service.

**Travel Expenses**

All travel arrangements should be agreed with line management prior to travelling.

Travel claims must be on the basis of the most economical method and utilise any available discount scheme, including short-term car hire where appropriate.

Private cars, which should be shared as far as possible, should only be used if public transport is not available, or if by sharing cars is a saving made to the Council. (Private cars should only be used if they are insured for business use).

Daily travel, instead of an overnight stay may be permitted at the discretion of the line manger depending on the circumstances.

Employees will be entitled to claim when travel is in excess of their normal home/base travel. 2nd class rail/bus or training mileage can be claimed as appropriate.

Employees will be entitled to claim actual home to college/course travel if they are travelling to college/course on a day off.

Employees will be entitled to claim public transport fares or training mileage for travel incurred for placement/field work while on courses where this is greater than their normal travel.

The training mileage is based on the “excess” mileage rate unless a leased car is used in which case the current mileage rate will be paid.

In case of any disagreement about travel arrangements the matter will be referred to the Service Director and Learning & Development Manager for resolution.

**Subsistence/Accommodation**

* Employees required to travel to and from courses will be entitled to claim subsistence in accordance with the Council’s Code of Conduct for Travel and Subsistence.
* Accommodation should be booked directly by Services.
* There is no entitlement to a lunch or other meal allowance if the location of the college/course is in the same town as the employee’s base.
* Employees on residential training courses are entitled to an ‘out of pocket’ allowance at the current rate, as specified in the Code of Travel and Subsistence, up to a maximum of 4 nights per week.