



Employee Professional Fees Policy (Business professional roles)

Review Summary

Adopted:	May 2021
Review Cycle:	Two Year
Last Review:	-
Next Review:	May 2023

1. Policy Aim and Scope

- **Aim:** To support the professional development of those charged with the leadership, development and co-ordination of support services, or specialist functions (finance, procurement, estates, ICT, human resources, and marketing).
- **Scope:** This policy applies to business professional disciplines (mainly delivered as central shared services).

2. Support for Professional Development

1. The Trust already provides a level of support for employees who wish to obtain further educational qualifications and develop their professionalism, for example through funding student membership fees, apprentice opportunities, approving study leave and course attendance. This policy seeks to extend that support and enhance CPD opportunities.

3. Reimbursement of Professional Membership Fees

2. Reimbursement of professional membership fees will be offered to ensure Trust employees remain up to date in terms of their professional discipline and any legislation / best practice which impacts upon their work for the Trust. Further benefits will be secured through access to information, networks, advice, and professional publications.
3. Basis of Claim / Procedure:
 - Employees must be permanent employees of the Trust.
 - The Trust will provide reimbursement / payment for costs associated with one professional certification per employee.
 - Where an employee leaves employment, the Trust reserves the right to recover the proportional costs of membership fees for the remainder of the membership year.
 - Costs attached to lapsed memberships, late payment or discretionary fees will not be reimbursed.
 - Membership must be a specified, (essential or desirable), criteria in the job description of the postholder.
 - Employees must submit signed copies of the 'professional fees reimbursement form' (Appendix A) and copies of relevant receipts, invoices etc. to HR.
 - Employees will be required to demonstrate the continued benefit of professional body membership and active engagement with CPD opportunities through the performance management framework.
 - Reimbursement does not form part of any employee contractual benefit.
 - Payments will be reviewed annually.
4. This policy does not cover corporate subscriptions which may be separately held to secure access to resources. These will 'normally' be in the Trust's name.

Signed:

ARMulcah

Chair of the Trust

Date: 12.05.21

Appendix A – Professional Fees Reimbursement Form



Surname	
First name	
Payroll reference number	
Date of Submission	

Claim for Payment		
Position Reference Number	J	Job Title
Establishment:		
Name of Professional Body		
Level of Membership		
How it relates to your current role		
Dates covered	From:	To:
Amount of Fees	£	Supporting docs attached: Yes / No

I confirm that this claim represents an accurate record of expenditure incurred:

Signed:	Date:
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Line Manager/Supervisor Authorisation:

Complies with Policy: Yes / No	Related to Job: Yes / No
Comments:	
Signed approval:	Date:
Job Title:	