

Training - Assisted Study and Request for Continuing Professional Development (CPD), Policy

Table of Contents

1. Purpose	2	2. Scope	3
3. Policy	3	3. Policy	3
4. Financial support available under the scheme	4	4. Financial support available under the scheme	4
5. Time and examination leave available under the scheme	4	5. Time and examination leave available under the scheme	4
6. Payment of fees	4	6. Payment of fees	4
7. Leaving the University during the course	5	7. Leaving the University during the course	5
8. Returning to the University within two years of completion	5	8. Returning to the University within two years of completion	5
9. Appeals process	6	9. Appeals process	6
10. Monitoring and review	6	10. Monitoring and review	6
11. Terms/Instructions	7	11. Terms/Instructions	7
12. Annex A: Assisted Study/CPD Request Application Form	7	12. Annex A: Assisted Study/CPD Request Application Form	7
13. Links/Dependencies	7	13. Links/Dependencies	7
14. Appendices	7	14. Appendices	7
15. Appendix 1: Assisted Study/CPD Request Application Form	8	15. Appendix 1: Assisted Study/CPD Request Application Form	8
16. Appendix 2: Assisted Study Contract	9	16. Appendix 2: Assisted Study Contract	9
17. Appendix 3: Apprenticeships - Application Form	11	17. Appendix 3: Apprenticeships - Application Form	11

1. Purpose

1.1 The aim of this policy is to ensure that the management of the University of Bedfordshire

is conducted in a manner that is consistent with the University's values and principles. This policy is intended to provide a framework for the management of the University and to ensure that the University is able to meet its obligations to its stakeholders.

1.2 The University is committed to the highest standards of governance and to the promotion of the interests of its stakeholders. This policy is intended to ensure that the University's management is conducted in a manner that is consistent with these standards and interests.

1.3 The University's management is conducted in a manner that is consistent with the University's values and principles. This policy is intended to provide a framework for the management of the University and to ensure that the University is able to meet its obligations to its stakeholders.

1.4 The University is committed to the highest standards of governance and to the promotion of the interests of its stakeholders. This policy is intended to ensure that the University's management is conducted in a manner that is consistent with these standards and interests.

1.5 The University's management is conducted in a manner that is consistent with the University's values and principles. This policy is intended to provide a framework for the management of the University and to ensure that the University is able to meet its obligations to its stakeholders.

1.6 The University is committed to the highest standards of governance and to the promotion of the interests of its stakeholders. This policy is intended to ensure that the University's management is conducted in a manner that is consistent with these standards and interests.

1.7 The University's management is conducted in a manner that is consistent with the University's values and principles. This policy is intended to provide a framework for the management of the University and to ensure that the University is able to meet its obligations to its stakeholders.

1.8 The University is committed to the highest standards of governance and to the promotion of the interests of its stakeholders. This policy is intended to ensure that the University's management is conducted in a manner that is consistent with these standards and interests.

15. The University aims to develop high quality staff, and improve staff retention. With a view

to the University's role in the future, it will make those opportunities available to staff who are

internationally mobile, whose research interests are in the priority areas

of the University's research strategy, and who are able to work in an international environment.

The University will also consider the needs of staff who are currently working in other countries, and who are able to work in an international environment.

The University will also consider the needs of staff who are currently working in other countries, and who are able to work in an international environment.

The University will also consider the needs of staff who are currently working in other countries, and who are able to work in an international environment.

The University will also consider the needs of staff who are currently working in other countries, and who are able to work in an international environment.

The University will also consider the needs of staff who are currently working in other countries, and who are able to work in an international environment.

The University will also consider the needs of staff who are currently working in other countries, and who are able to work in an international environment.

21. Enrolment and registration on approved programmes is dependent on the normal

admission criteria of the institution.

27. Leave of absence for examinations may be granted to employees at the discretion of the Dean or Head of Department with advice from HR, provided that it does not exceed 12 months.

Appeals process

36.1. Where an employee feels they have been unfairly denied access to training or development support they should seek local resolution as the first instance through their line manager. Their line manager may wish to consult with the HR team as part of this.



Title of the programme/ course/ CPD event:

Name of training provider:

Start Date:

End date:

Date of enrolment:

Recorded on your P

Date (Y/M/)

MSn

Start Date	End date	Date of enrolment	Recorded on your P
01/01/2020	31/12/2020	01/01/2020	Yes
01/01/2021	31/12/2021	01/01/2021	Yes
01/01/2022	31/12/2022	01/01/2022	Yes
01/01/2023	31/12/2023	01/01/2023	Yes
01/01/2024	31/12/2024	01/01/2024	Yes
01/01/2025	31/12/2025	01/01/2025	Yes
01/01/2026	31/12/2026	01/01/2026	Yes
01/01/2027	31/12/2027	01/01/2027	Yes
01/01/2028	31/12/2028	01/01/2028	Yes
01/01/2029	31/12/2029	01/01/2029	Yes
01/01/2030	31/12/2030	01/01/2030	Yes

Course fee amount and - in £

Application for study assistance or CPD request

- Training course approved
- Application recorded by HR
- Details verified by HR

Approved by: [Signature]

Print name: _____

Signed: _____ Date: _____

Assisted Study Contract

of the financial and training assistance provided by the University of Bedfordshire in respect of my study towards [click here to enter text](#). I undertake to

1. In consideration of the financial and training assistance provided by the University of Bedfordshire in respect of my study towards [click here to enter text](#), I undertake to

2. On the date on which the qualification is obtained.

3. I have not previously done so in respect of this course of study.

2. In consideration of the financial and training assistance provided by the University of Bedfordshire in respect of my study towards [click here to enter text](#), I undertake to

a. I undertake to refund the University of Bedfordshire in full, the financial assistance provided to me in relation to study assistance. This will include course fees and other costs relating to my study.

a

b. I agree to such sums being deducted from my salary, from monthly basis until all monies have been repaid.

b

Signature

''

Signature of the student

Signature of the parent/guardian

''

Signature of the parent/guardian

Signature of the student

''

''

''

''

''

''

''

''

''

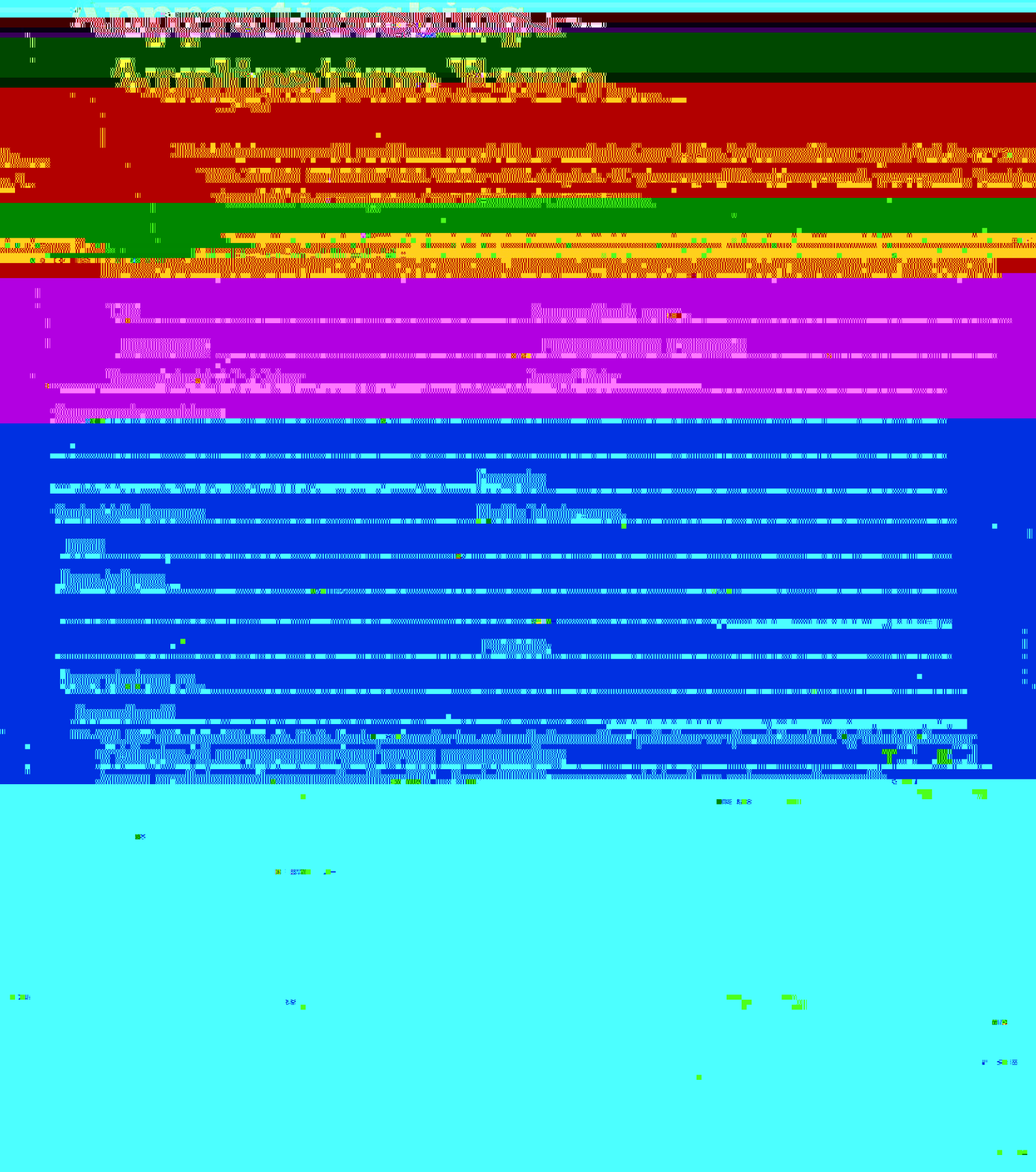
''

''

''

''

Page 2



2. Details of contrasts (www.wish.rmit.edu.au)

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

www.wish.rmit.edu.au

1. **Introduction**

The purpose of this report is to analyze the current market trends and provide a comprehensive overview of the industry's performance over the last quarter.

The data presented here is based on a thorough review of various sources, including industry reports, financial statements, and market research.

2. Market Overview

The market has shown a steady upward trend, with a significant increase in sales volume and revenue. This growth is primarily driven by the expansion of the product line and the implementation of new marketing strategies.

Key factors contributing to this growth include the following:

- 1. **Product Diversification:** The introduction of new product lines has attracted a wider range of customers, leading to increased sales.
- 2. **Marketing Campaigns:** Targeted advertising and promotional activities have effectively reached the target audience, resulting in higher conversion rates.
- 3. **Operational Efficiency:** Streamlined processes and improved supply chain management have reduced costs and enhanced profitability.

3. Key Findings

The following table summarizes the key findings of the analysis:

Category	Value
Sales Volume	120,000 units
Revenue	\$1,200,000
Profit Margin	15%
Customer Satisfaction	85%

The data indicates a strong positive correlation between marketing efforts and sales growth, suggesting that the current strategy is effective.

It is recommended that the company continue to invest in marketing and product development to maintain its competitive edge.

Conclusion

Next

Notes for guidance on the apprentice application

Apprentice	Employer	Start Date	End Date	Apprentice's Role	Employer's Role	Apprentice's Location	Employer's Location	Apprentice's Status	Employer's Status
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

