

Professional Development - Application Process

As part of the Universities commitment to staff development, members of staff can apply for financial contribution towards fees associated with course enrolment. This commitment is extended to both academic and support staff. The programme of study that the application relates to will normally be at master's degree level or professional qualification, (e.g. CIMA, CIPD), preferably delivered at Aston including:

- PhD and DBA qualifications*
- Professional teaching qualifications (PG Dip/Cert/MEd)
- Relevant Institute related professional qualifications e.g. technical staff

These would be studied on a part time basis and undertaken during the applicant's employment at Aston University.

Applicants would have had the development need identified as part of their Development Conversation and demonstrated sustained high performance or potential in order for the investment to be endorsed. Applications from individuals undergoing performance management or facing disciplinary action may not be considered.

This does not relate to degree apprenticeships which follow a different funding stream – please check to see if an apprenticeship standard is available by emailing apprenticeships@aston.ac.uk before committing to the traditional development route.

For an apprenticeship degree programme there is a minimum requirement of off the job training - based on the average of 30-hour weeks, 6 hours a week of the Apprentice's time must be spent 'off the job' which must be directly linked to the Apprenticeship Standard. For all other programmes of study; release from working hours is at the discretion of the line manager – based on the programme e.g. half a day for MSC programmes during term time, the capacity within the team/department and the needs of the individual.

Making a request

Phase 1:

The staff member should complete the Staff Professional Development application form, outlining the need and benefits of the course or programme of study including any fees associated. The programme of study must be relevant to the applicant's role, or advantageous/beneficial to the University and this should be appropriately evidenced. The Head of Department or Head of Resource Planning and Management (for support staff) will approve or reject the application.

Phase 2:

Applications approved at phase 1 will be considered and endorsed by the Executive Dean, Deputy Dean or Head of Resource Planning and Management. The school will support up to 100% of the programme fees, but would not contribute to any other associated costs with the programme e.g. travel, accommodation or resources. If the application is approved, reasonable time off for examinations associated with the programme of study will be permitted.

Repayment conditions

Full or partial repayment may be required if:

- The employee withdraws from the course, fails to sit an examination or complete other requirements within a reasonable period, unless there are extenuating circumstances.
- The employee terminates their employment with the university during the training.
- The employee leaves within two years of completing their training.

Where repayment is required because the employee has not completed their studies or terminates their employment during the course, all costs incurred up to and including the current stage will be recovered. Discretion to waive or reduce repayments taking into account individual circumstances will be used by Executive Dean.

If an individual is made redundant during the training, the university will not ask for funds to be repaid.

APPLICATION FOR PROFESSIONAL DEVELOPMENT

NAME:		GRADE:	
DEPARTMENT:			
Line Manager:			
Anticipated start & finish date of programme	From:	To:	
Programme of study:			
Training provider/institution of study:			
Details of costs:			
Rationale and benefits for undertaking the programme of study:			

Please sign to indicate you have read and understand the above points and agree that the University can deduct any repayments from your final salary payment in respect to any course fees owed to the University as set out above, and agree to enter into a repayment plan for any outstanding payments.

Employee Signature:

Date:

Phase 1

Approve

Reject

Reason for rejecting application:

Signature by Head of Department/Service: