



BBUFA Training Policy

BBUFA is committed to continued staff development and will pay for training provided the training is;

- Essential to the employee's role;
- Authorised by the employee's line manager;
- Training shared with colleagues post training;
- Sufficient funds in the budget.

Where budgets allow, BBUFA will fund employees time to attend courses, up to a maximum of the employee's standard daily hours (or up to a total of 6 hours whichever is the greatest) but will not meet travel time or costs unless specifically agreed.

In cases where budgets are limited, a proportion of staff time might be agreed rather than the full 100%.

Training will be allocated on;

- A first come first served basis;
- Reflection of the needs indicated on the employee's individual training plan.

Attendance at training that has been highlighted as essential to an employee's role such as Safeguarding and or Paediatric First Aid is mandatory and is exempt from any budget restraints.

For some training accessed employees may be requested to sign an agreement to commit to remain with the organisation for a specified period or a proportional repayment of training costs may be required.