

# LEARNING FOR ALL POLICY



EMPLOYEE GUIDE



# LEARNING FOR ALL POLICY



## **POLICY PURPOSE**

The purpose of this policy is to define the support offered by EDF Energy for employees to study either non-vocational or vocational subjects in their own time.

## **WHO DOES THE POLICY APPLY TO?**

The Learning For All Policy applies to all EDF Energy employees other than those working in joint venture companies e.g. Powerlink and Metronet where local policies will apply.

## **POLICY SUMMARY**

The Company will make available up to £150 per year to cover tuition/course fees for each employee, providing their choice of course complies with the scheme guidelines.

QUESTIONS	ANSWERS										
<p><b>What are the scheme guidelines?</b></p>	<ul style="list-style-type: none"> <li>• Whilst the course does not have to be work-related, the programme must have a recognisable learning and educational content.</li> <li>• The programme must be offered by a recognised educational establishment (school, college, training provider etc).</li> <li>• Applications are more likely to be accepted if the learning leads to a recognised national qualification and is classroom based but support will be considered for distance learning courses provided by reputable establishments such as the Open University.</li> <li>• Your choice of programme can be either vocational or non-vocational in its nature, but must not be purely leisure-based (e.g. yoga, keep fit, golf lessons). Driving lessons are not supported.</li> </ul>										
<p><b>What types of courses are eligible?</b></p>	<p>Examples of courses include:</p> <ul style="list-style-type: none"> <li>• car maintenance;</li> <li>• computer studies;</li> <li>• diploma in reflexology;</li> <li>• foreign languages;</li> <li>• jewellery making;</li> <li>• RYA Day Skipper qualification.</li> </ul>										
<p><b>What types of courses are not eligible for support?</b></p>	<p>Examples of courses include:</p> <ul style="list-style-type: none"> <li>• dance lessons;</li> <li>• driving lessons;</li> <li>• golf lessons.</li> </ul>										
<p><b>Why are these courses not eligible?</b></p>	<p>These courses would not be supported under the Learning For All Policy because:</p> <ul style="list-style-type: none"> <li>• they contain a sport and/or leisure aspect to them and/or</li> <li>• private tuition does not count as a recognised learning establishment.</li> </ul>										
<p><b>How do I apply?</b></p>	<p>All applications for funding must be made on the Learning For All application form which you can find on the HR intranet. It should be reviewed and authorised by your manager and submitted to your local Learning For All Administrator.</p> <p>Learning For All Administrators are:</p> <table border="0"> <tr> <td>Corporate</td> <td>Pallvi Sharma</td> </tr> <tr> <td>Customers</td> <td>Ashleigh Milford/Michael Fox (Doxford) Louise Dobson (South West &amp; IT) Elizabeth Rowan/Ruth Williams (Hove) Paul Harley (Customer Field Services)</td> </tr> <tr> <td>Development</td> <td>Charlotte Mitton</td> </tr> <tr> <td>Energy</td> <td>Susanne Ehmke (London) Kathy Wright (Power Stations)</td> </tr> <tr> <td>Networks</td> <td>Mark T Rose (HR) - East Area exc. Connections Dawn Bedford - Central plus IT, Transport &amp; HR Nigel Lewis - South Area exc. Connections Andrew Bonsay - Connections - (all areas)</td> </tr> </table>	Corporate	Pallvi Sharma	Customers	Ashleigh Milford/Michael Fox (Doxford) Louise Dobson (South West & IT) Elizabeth Rowan/Ruth Williams (Hove) Paul Harley (Customer Field Services)	Development	Charlotte Mitton	Energy	Susanne Ehmke (London) Kathy Wright (Power Stations)	Networks	Mark T Rose (HR) - East Area exc. Connections Dawn Bedford - Central plus IT, Transport & HR Nigel Lewis - South Area exc. Connections Andrew Bonsay - Connections - (all areas)
Corporate	Pallvi Sharma										
Customers	Ashleigh Milford/Michael Fox (Doxford) Louise Dobson (South West & IT) Elizabeth Rowan/Ruth Williams (Hove) Paul Harley (Customer Field Services)										
Development	Charlotte Mitton										
Energy	Susanne Ehmke (London) Kathy Wright (Power Stations)										
Networks	Mark T Rose (HR) - East Area exc. Connections Dawn Bedford - Central plus IT, Transport & HR Nigel Lewis - South Area exc. Connections Andrew Bonsay - Connections - (all areas)										

QUESTIONS	ANSWERS
<p><b>How will I know if my application has been successful?</b></p>	<p>The Learning For All Administrator will check that the course you would like to study meets the eligibility criteria.</p> <p>If your application has been successful s/he will write to you within 20 days confirming the course title and amount of money that has been awarded.</p> <p>If your application has not been successful s/he will contact you within 20 days to advise you of this, and explain the reason behind the decision.</p>
<p><b>Will EDF Energy handle the paperwork to enrol me on the course?</b></p>	<p>No. Once your application is approved, it is your responsibility to enrol on the course.</p>
<p><b>Will EDF Energy pay the fees directly to the course provider?</b></p>	<p>No. To reclaim your fees you must provide your manager with:</p> <ul style="list-style-type: none"> <li>• a copy of the letter you were sent by the Learning For All Administrator approving your application;</li> <li>• confirmation of your enrolment onto the course and</li> <li>• a receipt for the fees you have paid.</li> </ul> <p>They will then be able to authorise your request to reclaim the fees paid through the normal expenses procedure.</p>
<p><b>What if the tuition/course costs more than £150?</b></p>	<p>If the approved course is more than £150, EDF Energy will pay the first £150, and you must pay the remainder to the college or supplier. EDF Energy is not liable for the remaining fees. Additionally, you will not be eligible to apply for funding for another course during that same calendar year.</p>
<p><b>What if the tuition/course costs less than £150?</b></p>	<p>If the approved course is less than £150 you may submit another application for a further course in the same calendar year and use the remaining balance.</p>
<p><b>Will I always be reimbursed for the full cost if the course costs less than £150?</b></p>	<p>As long as your chosen course of study is approved, you will be reimbursed for the full cost of the course up to a maximum of £150. For example, if your chosen course of study costs £75, you will be reimbursed £75.</p>
<p><b>Will I incur any tax liability?</b></p>	<p>Courses which maybe considered “non-academic” may be deemed by the Inland Revenue to be a Benefit in Kind resulting in a tax liability to the employee. EDF Energy will fully meet this cost and no entry will be necessary on the employee’s P11d.</p>
<p><b>If my application is unsuccessful can I apply again?</b></p>	<p>If you wish to, you will be able to re-apply for another course of your choice that meets the criteria.</p>

QUESTIONS	ANSWERS
<p><b>How much can I reclaim each year?</b></p>	<p>Funding is annual and based on a calendar year. You may have up to £150 per year approved.</p>
<p><b>Will EDF Energy want proof that I have undertaken the course?</b></p>	<p>EDF Energy reserves the right to enquire about course progress and attendance, whilst understanding that there may be work and personal reasons that may affect this.</p> <p>If the college is unable to provide proof of attendance and successful completion of the course, EDF Energy reserves the right to refuse further applications for supported study through the Learning for All scheme for a period of 12 months.</p>
<p><b>Will EDF Energy keep a record of the courses I have undertaken?</b></p>	<p>The Learning for All Administrator will keep a record of all applications made. This will help us monitor the success of the scheme and identify any issues with training providers.</p> <p>If you study a vocational subject (e.g. computer studies), this may be recorded on your personnel file.</p>

## RESPONSIBILITIES

### MANAGERS:

- Managers have responsibility for reviewing and approving Learning For All application forms before they are submitted to the local Learning For All Administrator.

### LEARNING FOR ALL ADMINISTRATORS:

- The Learning For All Administrator is responsible for approving or rejecting applications according to the scheme guidelines and maintaining records of all applications approved.