

## 6 **TRAINING POLICY**

- 6.1 The following terms and conditions apply to all trainees studying for the ACCA examinations. *[Delete as appropriate throughout this paragraph]*
- 6.2 The Employer recommends that you attend day release/link/revision courses run by [ ] for the ACCA examinations.

### ***OR***

The Employer will allow you the freedom to choose how and where you wish to study for the ACCA examinations.

- 6.3 You are required to attend all courses that you are enrolled on, sit examinations set on these courses, and to attend all examinations that you have entered. You are personally responsible for ensuring that the relevant examination applications reach ACCA by the closing date given on the application form. Any failure to do so must be notified in writing, with reasons, to the Employer within [ ] days of the closing date or of you becoming aware that the application has not reached the ACCA by the closing date, whichever is the earlier.
- 6.4 Where you are required to undertake link exams, these must be completed on the specified dates. Link exams should be completed in the Employer's office under invigilated exam conditions on the due date. If this is not possible due to client work, rearrangements must be agreed no later than [ ] days in advance of the due date of the original examination date.
- 6.5 Where you are required to undertake link exams, you are expected to achieve the pass marks in all exams. Failure to do so may result in you being required to re-sit the link exam paper.
- 6.6 If you encounter difficulties with your studies, you must discuss the problem as soon as possible with your course tutor and the Employer so that they can look at ways of resolving the problem. The Employer may require you to defer an examination attempt if you do not maintain a satisfactory standard in your studies.

- 6.7 Following an unsuccessful attempt at an examination, you are required to discuss the results and your performance with the Employer, prior to agreeing if and when the next attempt should be made.

**Financial support**

- 6.8 The Employer expressly reserves the right to recover from you some or all costs and fees incurred by the Employer (in accordance with its Financial Support Policy as set out in paragraph 6.9) below within the previous [ ] month(s)/year(s) *[delete as appropriate]* if you have since given notice to cease employment with the Employer prior to the expiry date of this Agreement or you have been dismissed (either with or without notice) pursuant to paragraph [15.4] of this Agreement.

The parties acknowledge and agree that any recovery of costs and fees incurred by the Employer from you represents a genuine pre-estimate of the loss that the Employer is likely to suffer in the event of the early termination of this Agreement.

- 6.9 Without prejudice to the foregoing, the following terms shall apply:-

*[delete as appropriate throughout the following sub-paragraph]*

**Trainee registration fee/annual trainee's subscription**

- a) The initial trainee registration fee will be paid by the Employer/you.
- b) The annual trainee's subscription will be paid for by the Employer/you.

**Examination/Exemption Fees**

*[delete as appropriate]*

- a) All examination entry fees will be paid for by the Employer/you.

*or*

- b) The Employer will pay the examination entry fee for your first attempt at an examination paper. You will pay the examination entry fee for any subsequent attempt at an examination paper. [The Employer will reimburse the examination fee borne by you if the second examination attempt is successful.]

*or*

- c) The Employer will pay the examination entry fee for your first attempt at an examination paper. You will pay/The Employer will contribute [ ] % towards the examination entry fee incurred in respect of any subsequent attempt at an examination paper. [*Limit in number of attempts Employer will contribute to?*]

*or*

- d) The Employer will pay the examination entry fee for your first attempt at an examination paper. The Employer may, at its absolute discretion, pay the examination entry fee in respect of any subsequent attempt at an examination paper, and the said fees will be taken into account at your next salary review, if any.

Course fees/college fees/books/study materials

[*delete as appropriate*]

- a) All reasonable approved course fees/college fees/books/study materials in respect of your first attempt at an examination paper will be paid for by the Employer[provided that you obtain prior [written] consent from the Employer before incurring any such expenditure]/you.
- b) The Employer/You will pay the reasonable approved course fees/college fees/books/study materials for your first/second attempt(s) at an examination paper.

- c) You will pay the course fees/college fees/books/study materials for any subsequent attempt at an examination paper. The Employer will reimburse the reasonable approved course fees/college fees/books/study materials borne by you if this subsequent examination attempt is then successful.
- d) You will pay/The Employer will contribute [ ] % towards the cost of reasonable approved course fees/college fees/books/study materials incurred in respect of any subsequent attempt at an examination paper [*limit in number of attempts Employer will contribute to?*]
- e) The Employer may, at its absolute discretion, pay all reasonable approved course fees/college fees/books/study materials in respect of any subsequent attempt at an examination paper, and the said costs will be taken into account at your next salary review, if any.

#### Travel and accommodation costs

*[delete as appropriate]*

The Employer will pay you reasonable approved travel and accommodation costs, including the cost of you attending the approved courses and examinations associated with your first/second attempt(s) at an examination paper, but only to the extent that the cost exceeds the normal costs of travelling between your home and the Employer's office [and provided that you obtain prior [written consent] from the Employer before incurring any such expenditure].

#### General

During any academic year you are entitled to a maximum of £ [ ] financial support, as set out in the above paragraphs 6.8 and 6.9.

#### Study leave

- 6.10 The Employer expressly reserves the right to recover from you some or all salary paid to you as paid study leave in accordance with its Study Leave

Policy (as set out in paragraph 6.11 below) within the previous [     ] month(s)/year(s) *[delete as appropriate]* if you have since given notice to cease employment with the Employer prior to the expiry of this Agreement or you have been dismissed (either with or without notice) pursuant to paragraph [15.4] of this Agreement.

The parties acknowledge and agree that any recovery of costs and fees incurred by the Employer from you represents a genuine pre-estimate of loss that the Employer is likely to suffer in the event of the early termination of this Agreement.

- 6.11 Without prejudice to the foregoing, the following terms and conditions shall apply: -

*[delete as appropriate throughout the following sub-paragraphs]*

First Attempt

The Employer will grant you paid study leave to sit the examinations and attend a structured study and revision course in respect of your first attempt at an examination paper. Dates when study leave is to be taken must be agreed in advance with the Employer.

Referred Attempt

- a) The Employer will grant you paid study leave to sit the examination paper and attend an approved revision course in respect of a referred attempt at an examination paper. Dates when study leave is to be taken must be agreed in advance with the Employer.

**OR**

- b) The Employer will grant you paid study leave to sit the examinations and [     ]day(s)/week(s) [paid leave] in respect of a referred attempt at an examination paper. Dates when study leave is to be taken must be agreed in advance with the Employer.

#### Subsequent attempts

- a) The Employer will not grant you paid study leave to sit the examinations or to attend a structured study and revision course in respect of a subsequent attempt at an examination paper.

***OR***

- b) The Employer will [at its discretion] grant [paid] study leave of up to[ ] day(s)/week(s) per paper in respect of a subsequent attempt at an examination paper, which leave will be deducted from your annual holiday entitlement. Dates when study leave is taken must be agreed in advance with the Employer.
- c) Any additional study leave which is granted that is not covered by your annual holiday entitlement must be taken as unpaid leave. Dates when study leave is taken must be agreed in advance with the Employer.
- d) If you fail an examination and the Employer is satisfied that you were adequately prepared for it, the Employer may, in its absolute discretion, grant paid study leave for a subsequent attempt. Dates when study leave is taken must be agreed in advance with the Employer.

#### General

During the academic year period you are entitled to a maximum of [ ] day(s)/week(s) paid study leave. Dates when study leave is taken must be agreed in advance with the Employer.

#### Practical experience requirements

- 6.12 The Employer will try to ensure that you obtain practical experience covering a wide range of clients. This will introduce you to a variety of accounting matters and should enable you to use appropriate techniques.
- 6.13 You are required to maintain a Trainee Development Matrix, or any other training record specified by the ACCA, in accordance with the guidance notes for completion issued by the ACCA.
- 6.14 Your progress towards ACCA membership will be reviewed at least once every twelve months, largely on the basis of your Trainee Development Matrix, or any other training record specified by the ACCA. The review will include the review and sign off of ACCA performance objectives.
- 6.15 You must make your Trainee Development Matrix, or any other training record specified by the ACCA, available to the Employer and to the ACCA when requested.