### Purpose
1.1 The purpose of the report is to provide the Staff Governance Committee (SGC) an update on development and implementation of the Scottish Fire and Rescue Service (SFRS) Further/Higher Education (Qualification) Policy.

### Background
2.1 The Learning and Development (L&D) Framework was approved by Strategic Leadership Team (SLT) on 10 July 2017.

2.2 The purpose of the L&D framework is to:
- Build capacity and capability in support of the Scottish Fire and Rescue Service (SFRS) achievement of current and future priorities and goals
- Enable an integrated approach to the SFRS Succession Plan
- Signpost career progression and create development opportunities with the aim of developing our internal talent so that whenever vacancies occur there are qualified candidates ready to be considered for career progression
- Provide our people with opportunities to develop professional technical job specific, management and leadership, and to develop generic skills supported by a continuous learning/development framework

2.3 Qualifications are an integral element to enabling the SFRS to have the "right people, right time, right place with the right skills". This policy aims to ensure that access to further/higher education (qualifications) is available in a fair, transparent and consistent manner across the Service and offers clear support guidelines to support those employees who either require or request further and/or higher educational qualifications.

### Main Report and Discussion
3.1 The aim of this policy is to provide details of the SFRS qualifications pathway and outline support arrangements relating to all formal further and higher education qualifications (tertiary education) within the SFRS.

3.2 The SFRS Further/Higher Education (Qualifications) Policy underpins the Leadership and Development Framework and provides details of academic development and the central qualifications pathways, access, entry criteria, accreditation of prior learning, study/exam leave, funding arrangements, monitoring of progress, withdrawal from study/qualifications, changes during period of study and application process. This policy relates
### 3.3

To all forms of further and higher educational qualifications, including the qualifications that are out-with the L&D Framework central qualifications pathway.

This policy is in final draft having completed the agreed SFSR Consultation process with key stakeholders and trades unions/staff representative bodies and was presented to SMT on 27 February 2019 for their approval.

### 4 Recommendation

**4.1** The Staff Governance Committee is invited to note the progress in the development and consultation for the Further/Higher Education (Qualification) Policy for implementation across the SFRS from April 2019 as aligned to the Governance Process outlined within this report.

### 5 Key Strategic Implications

#### 5.1 Financial

**5.1.1** Financial commitment has already been provided in support of implementing the L&D Framework within the existing TED Budget.

#### 5.2 Legal

**5.2.1** Legal review of the Further/Higher Education (Qualifications) Policy has already been undertaken.

#### 5.3 Performance

**5.3.1** Positive contribution on all levels of performance is expected to continue to be realised through the support of further and higher educational qualifications.

#### 5.4 Environmental & Sustainability

**5.4.1** Environmental and sustainability factors will be considered when undertaking procurement activity of any resultant qualifications.

#### 5.5 Workforce

**5.5.1** This policy directly supports and enables the SFRS’s commitment to developing employees (Strategic Priority: Workforce) to their full potential and improving service delivery by ensuring talent within the SFRS is appropriately developed specifically enabling a high performance working environment, a culture of continuous learning and the is underpinned by the SFRS appraisal process. It is anticipated that it will therefore impact positively on the attraction, engagement and retention of staff and support the SFRS as a recognised ‘Employer of Choice’: **Right People, Right Time, Right Place with the Right Skills.**

#### 5.6 Health & Safety

**5.6.1** The facilitation of structured development is likely to impact positively on employee wellbeing and overall health and safety across the organisation.

#### 5.7 Timing

**5.7.1** The development and implementation of Further/Higher Education (Qualification) Policy, supports the implementation of the Leadership and Development Framework, workforce/succession planning needs as well as taking cognisance of the Service’s current financial and annual performance context.

#### 5.8 Equalities

**5.8.1** The policy has relevance to the Equality Duty on the grounds of age, disability, gender, pregnancy and maternity and in relation to our obligations as a Corporate Parent. The policy has been assessed against the Equality and Human Rights Impact Assessment covering generic policy work undertaken by TED and updated accordingly.
5.9 5.9.1 Information Governance
Information regarding employee development activities/qualifications and will be recorded through existing processes and systems.

5.10 5.10.1 Risk
There is a risk that access to and support for further and higher education qualifications is not fair, transparent or consistent across the Service or that best value is not realised from investment in and support of qualifications. The SFRS Appraisal process and Line Manager’s honest dialogue including appropriate positioning of learning and development provision is supported by ongoing engagement and communication activity will aim to mitigate this risk. The role of line managers in constructively and realistically supporting individuals through this process will be crucial. The development and implementation of robust development policies and supporting guidance i.e. Development Centre Policy and Procedure; the draft Further/Higher Education (Qualification) Policy and the Learning and Development Review, Analysis and Implementation process underpin a continuous learning culture within the SFRS as well as enabling and empowering staff to be accountable for their own development and resultant performance.

5.11 5.11.1 Communications & Engagement
This Further/Higher Education (Qualification) Policy has been subject to the normal consultation process prior to its implementation. The policy aims to provide details of the Scottish Fire and Rescue Service (SFRS) central qualifications pathway and outline support arrangements relating to all formal further and higher education qualifications (tertiary education) within the SFRS.

5.12 5.12.1 Training
No specific training requirements have been identified to support the implementation of this policy.

6 Core Brief
6.1 Not Applicable

7 Appendices/Further Reading
7.1 Appendix A – Further/Higher Education (Qualifications) Policy (FINAL DRAFT)

Prepared by: Ceri Paterson, Leadership and Skills Development Manager
Sponsored by: Liz Barnes, Director of People and Organisational Development
Presented by: DACO Paul Stewart, Head of Training and Employee Development

Links to Strategy
Workforce Development

<table>
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<th>Governance Route for Report</th>
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<td>04 October 2018</td>
<td>For Decision</td>
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<td>POD DMT Performance (and Policy)</td>
<td>06 November 2018</td>
<td>For Decision</td>
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<td>Senior Management Team</td>
<td>27 February 2019</td>
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<td>Staff Governance Committee</td>
<td>07 March 2019</td>
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<td>Strategic Leadership Team</td>
<td>11 March 2019</td>
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<td>Employee Partnership Forum</td>
<td>23 May 2019</td>
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# APPENDIX A

## PEOPLE AND ORGANISATIONAL DEVELOPMENT

## TRAINING AND PEOPLE DEVELOPMENT

### FURTHER/HIGHER EDUCATION (QUALIFICATION) POLICY

<table>
<thead>
<tr>
<th>Author/Role</th>
<th>Nicole Mulvey, Corporate Skills Development Advisor</th>
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<tr>
<td>Quality Control (name)</td>
<td>Ceri Dodd, Leadership and Skills Development Manager</td>
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<td>Last reviewed (name and date)</td>
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PEOPLE AND ORGANISATIONAL DEVELOPMENT

TRAINING AND EMPLOYEE DEVELOPMENT

FURTHER/HIGHER EDUCATION (QUALIFICATION) POLICY

1. POLICY STATEMENT

2. INTRODUCTION

3. SCOPE

4. RESPONSIBILITIES

5. DEFINITIONS

6. POLICY DETAILS

7. ASSOCIATED DOCUMENTS/REFERENCES

8. APPENDIX A – LETTER OF UNDERTAKING
1. **POLICY STATEMENT**

The aim of this policy is to provide details of the Scottish Fire and Rescue Service (SFRS) qualifications pathway and outline support arrangements relating to all formal further and higher education qualifications (tertiary education) within the SFRS.

2. **INTRODUCTION**

The SFRS has approved the Leadership and Development Framework which includes a refreshed Central Qualifications Pathway. In addition to this Pathway, the need and opportunities for staff to engage in and undertake qualifications pertinent to their job role is fully recognised and is supported via the Appraisal and Learning and Development Review Analysis and Implementation processes. The overall aim is for all employees to be competent in the roles they carry out, to take responsibility for their own performance, skills and behaviour and ensure these align to promote the SFRS Values of SAFETY – TEAMWORK – RESPECT – INNOVATION.

2.1. **Link to Appraisal Process**

The Appraisal process is integral to the SFRS’s Leadership and Development Framework providing a structure from which to identify, discuss and address development needs and aspirations, whilst ensuring that professional development remains aligned with current and future Service requirements. As the primary mechanism to gather and facilitate learning requirements, all learning and development needs should first be discussed, agreed and facilitated on a continual basis through the Personal Development Plan element of the SFRS Appraisal and Learning and Development Review Analysis and Implementation processes.

3. **SCOPE**

This policy and associated procedure apply to all employees of the Scottish Fire and Rescue Service.

4. **RESPONSIBILITIES**

To ensure consistency, the Central Qualifications Pathway is managed and coordinated by the SFRS Training and Employee Development (TED) function. TED liaises with providers/partners on matters such as suitability, finance, course delivery, supporting material and evaluation. In turn, it consults with and communicates relevant information to the delegates/employees and management as appropriate.

5. **DEFINITIONS**

The SFRS has adopted a simplified Central Qualification Pathway that aims to address current and future, individual and Service, technical/professional and leadership needs. The Central Qualifications Pathway has been benchmarked against the relevant Fire and Rescue Service role maps. The Pathway is illustrated below:
Firefighter and Supervisory level qualifications outlined are technical qualifications. These are applicable to Operational staff. Middle, Strategic and Executive level qualifications outlined are leadership qualifications and are therefore applicable to Operational and Support Staff.

Support staff who are recognised as being supervisory managers will normally comprise:

- Team Leader Job Family Grades 3-5.
- Middle managers will normally comprise Team Leader and Service Manager Job Family Grades 6-8.
- Strategic managers comprise Service Manager Job Family Grade 9 and above

<table>
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<tr>
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<tr>
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<td>CMI Level 8 Diploma in Strategic Direction and Leadership</td>
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<tr>
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<tr>
<td>Supervisory</td>
<td>IFE Level 4 Certificate (WM)</td>
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<td>IFE Level 3 Diploma (CM)</td>
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<td>Core Skill</td>
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<td>Firefighter</td>
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<td>6</td>
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<td></td>
<td>SFRS Foundation Programme</td>
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</tr>
</tbody>
</table>

6. POLICY DETAILS

6.1. Role specific qualifications

Where the role requirement dictates the need for a specific qualification, applications from employees will be facilitated through the SFRS Appraisal (and PDP) and associated Learning and Development Review, Analysis and Implementation processes. These will be reviewed in line with Service requirements and priorities.
6.2. Other qualifications

Where individuals wish to undertake a formal qualification out-with the Central Qualifications the SFRS may provide a financial contribution towards fees (based on the relevance of the qualification to the applicant’s current role, as well as the projected workforce and Service requirements); and the applicant’s plans to self-fund. If the course runs for a period of two years or more, an application will be submitted on an annual basis with up-to-date costs provided. Applications and approval notifications must be made through the Appraisal and Learning and Development Review, Analysis and Implementation processes.

6.3. Recognition of prior learning

It is recognised that some applicants may have completed other comparable qualification/s or undertaken prior experiential learning. Where this is the case the SFRS, with support from relevant partners, will consider each application based on its own merit.

6.4. Eligibility Criteria

To access qualifications on the SFRS Central Qualifications Pathway one of the following criteria will be satisfied:

- the applicant is substantive in their current role;
- the applicant is successful in a Development Centre process at the required level to undertake the qualification

Employees already substantive and competent in post will be able to apply for the Central Pathway Qualifications for their current leadership level.

Individuals who wish to undertake a qualification within the SFRS Central Qualifications Pathway and who are not deemed to satisfy the entry criteria, may apply for the qualification as per ‘Eligibility Criteria’ to access qualifications out with the SFRS Central Qualifications Pathway.

To access qualifications out-with SFRS Central Qualifications Pathway, e.g. role specific qualifications, the qualification will have been identified as a development need for the applicant within their personal development plan/appraisal.

The SFRS will typically support no more than one qualification per individual and per job/post/role. Subsequent applications may be considered should the individual change job/post/role or be promoted.

Applications for qualifications will be determined by SFRS priorities (including talent management, workforce planning and succession planning requirements) and annual business and financial planning processes. The SFRS reserves the right to invite and progress applications from candidates subject to these requirements.
An objective decision making/approval process will be applied to ensure participant access to qualifications is robust and consistent. This process will be underpinned by the SFRS appraisal process and learning and development review, analysis and implementation planning processes. Section 7 details associated documents, references and links.

6.5. Application Process

The application process operates in accordance with the undernoted provisions and will be facilitated through the Appraisal and Learning and Development Review, Analysis and Implementation processes.

6.6. Content of request

In order for an applicant's request for study to be valid, it will:

- be dated and in writing to the SFRS;
- state expressly that it is an application under section 63D of the Employment Rights Act 1996;
- explain how the applicant thinks the proposed study would improve both their effectiveness within the SFRS as well as the performance of the Service’s business.
- detail the subject matter of the study;
- detail where and when it would take place;
- detail who would provide or supervise it;
- detail what qualification (if any) it would lead to; and

6.7. Response to request

The SFRS has twenty eight (28) days to either approve the request and notify the applicant accordingly in writing, or hold a meeting to discuss the application. If the individual who considers such applications is absent from work, on annual leave or on sick leave the day on which the application is received, then the twenty eight (28) day period does not begin until the day the individual returns to work or twenty eight (28) days after application is received, whichever is the sooner.

Any meeting will be at a time and place convenient to the SFRS and the applicant. If a meeting is scheduled to discuss the application, the applicant has the right to be accompanied. The chosen companion may be a fellow work colleague or trade union representative and the employee should advise the Chair of the meeting who their chosen companion is in advance of the meeting.

Where a meeting is held, the SFRS will give the applicant notice of its decision within fourteen days (14) of the meeting. Such notice will be dated and in writing.
6.8. Approving an application

The notification/confirmation to the applicant of the SFRS’s decision will include the following subject details:

- the subject of the study;
- where and when it will take place;
- who will provide or supervise it;
- what qualification it will lead to;
- whether any remuneration under the SFRS's contract of employment will be paid for the time spent undertaking the agreed study;
- any changes to the applicant's working hours in order to accommodate the agreed study, and
- how any tuition fees or other direct costs of the agreed study will be met.

6.9. Declining an application

The SFRS may only decline an application in its entirety if it thinks that one or more of the following permissible grounds for refusal applies:

- the proposed study would not improve the applicant's effectiveness in the Service or the performance of the Service;
- the burden of additional costs;
- detrimental effect on ability to meet SFRS priorities;
- inability to re-organise work among existing staff;
- inability to recruit additional staff;
- detrimental impact on quality;
- detrimental impact on performance;
- where the proposed changes to working hours submitted by the applicant do not meet with/support SFRS priorities
- planned structural changes.

Where the SFRS declines an application in its entirety, the decision will confirm and clarify which grounds for refusal apply, and set out the appeal procedure.

6.10. Agreeing to part of an application

The SFRS may refuse part of an application based on the permissible grounds outlined in section 6.9.

Where the SFRS decides to agree part of an application, but to refuse the remainder of it, the notice to the applicant of its decision will:

- detail to which part of the application it approves and which part of the application is declined;
- in respect of the part which is approved, the same information as is outlined in section 6.8;
- in respect of the part which is declined, the reasoning as outlined in section 6.9
6.11. Approval of a revised application

The SFRS and the applicant may agree to deal with the application for study by varying the request. If this course is taken, the SFRS's decision will:

- make clear the variation agreed to;
- be supported by written evidence of the applicant's agreement to that variation;
- detail whether any remuneration under the applicant's contract of employment will be paid for the time spent undertaking the agreed study;
- detail any changes to the applicant's working hours in order to accommodate the study; and
- detail how any tuition fees or other direct costs of the agreed study will be met.

6.12. Appealing an application decision

The applicant has a right of appeal against any decision by the SFRS to refuse the whole or part of an application.

Where the applicant wishes to appeal, they must do so in writing, setting out the grounds of appeal within fourteen (14) days of the SFRS's decision.

On receipt of the appeal, the SFRS will either uphold the appeal or hold a meeting with the applicant to discuss the appeal. This will be within fourteen (14) days of receipt of the appeal, unless mutually agreed.

If an appeal meeting is scheduled, it will be held at a time and place convenient to the SFRS and the applicant (within fourteen days (14) of receipt of the outcome, unless mutually agreed). The applicant has the right to be accompanied at the appeal meeting. The chosen companion may be a fellow work colleague or trade union representative and the employee should advise the Chair of the appeal meeting who their chosen companion is in advance of the meeting.

Where an appeal meeting is held, the SFRS will notify the applicant of its decision. This will be within fourteen (14) days of receipt of the appeal meeting, unless mutually agreed. The appeal decision will be dated and in writing.

If the SFRS upholds the applicant's appeal, the appeal decision will specify the same information as outlined in section 6.8.

If the SFRS declines the applicant's appeal, the appeal decision will state the grounds for, and sufficient explanation of, the decision.

6.13 Previous request for study

The SFRS is not under any duty to consider an application if it has already received an earlier application during the previous twelve month period ending with the day on which it receives the current application.

However, if the applicant asks the SFRS to disregard the first request, the Service will do so. This only applies when:
the applicant failed to start the agreed study or training due to an emergency or unforeseen circumstance beyond his/her control or the study was cancelled by the SFRS, the relevant College or University, the course supervisor or any other provider or facilitator; or

the applicant erroneously submitted an earlier application. This is conditional upon the applicant notifying the SFRS, at the time of making the current application that the first application was submitted in error, and that they wish to withdraw it.


Applicants may apply to the SFRS for financial support in respect of their formal qualification. The SFRS will fully fund (100%) applications for Central Pathway and Role Specific qualifications which have been approved and where employees meet the eligibility criteria. Please note that in such circumstances a Letter of Undertaking will be completed and signed by the applicant (Appendix A).

This Letter of Undertaking outlines that an applicant may be liable to repay the cost of the training (either in full or in part), in certain circumstances, such as failing to complete the relevant period of study, or choosing to terminate employment with the SFRS within two years of completing their studies (Section 3 of Appendix A provides a comprehensive list of the criterion). Each case will be reviewed on its own merit.

Any expenses incurred whilst undertaking approved formal qualifications (e.g. books/learning materials/exam cost) will be considered and included in the application for financial support.

Upon receipt of a signed Letter of Undertaking and appropriate approval documentation, TED will confirm budget/financial allocation to enable the requesting parties to complete the appropriate Procurement activities and reservation of attendance.

As per section 6.2, where an individual is applying for a course of two years or more, the application form will be submitted on an annual basis.

Where individuals apply for a course of two years or more, there is no guarantee that they will be awarded funding for subsequent years.

6.15 Study Leave and Exam Leave

As outlined in the Special Leave Policy, employees may be granted paid special leave to attend exams relating to a course of study, provided that it is a requirement of the role and has been subject to line manager approval.

If required line managers will make arrangements to cover any duties/amend shift patterns in line with existing service processes. Study will be undertaken during the individual’s own time.

If an employee is undertaking a course of study which is not a requirement of the role they perform, the employee may request unpaid special leave (at the discretion of the line manager) or use annual leave, TOIL or flexi leave to attend an exam.
6.16 Subsidiary Funding (Exams and Expenses)

Where an applicant has been granted financial support to undertake a formal qualification, the SFRS will (normally) meet the fee for the first sit of an examination. Should the employee fail an examination, he/she will be responsible for any re-sit examination fees.

If the employee fails a re-sit examination, the line manager will discuss this with the employee to assess whether the SFRS will continue to authorise the employee to continue of the course of study. Any exceptional circumstances should be advised to the appropriate manager at the earliest opportunity.

In the event that an employee fails an examination and thereafter refuses to undertake a re-sit, the SFRS may, dependent on the specific circumstances, seek to recover the full or partial amount of financial assistance granted to the employee.

Reimbursement for authorised travel expenditure will be processed in accordance with the SFRS Travel and Subsistence Policy (All Staff).

6.17. Monitoring of progress

Line managers have a responsibility to regularly monitor progress of individuals who are undertaking an approved course of study. This should be carried out in a structured way and should be aligned with the Appraisal process.

On completion of an approved qualification, copies of certificates should be forwarded to SFRS.NTCCourseRegister@firescotland.gov.uk by the applicant, enabling training records to be updated.

6.18. Evaluation of Qualifications

Qualifications will be subject to established evaluation arrangements via the TED Quality Management System (QMS). Evaluation procedures are in place to ensure that qualifications are fit for purpose and appropriate to meet the needs of both the individual and Service.

6.19. Duty to Inform

Where an application for study has been approved, the employee has a duty to inform the SFRS if he/she:

- fails to start the agreed study;
- fails to complete the agreed study;
- undertakes, or proposes to undertake, study that differs from the agreed study.

The employee will inform the SFRS, in writing, within fourteen (14) days of the relevant event occurring.

6.20. Changing roles of employment during study

In the event of an employee changing roles within the organisation part way through his/her studies, the employee will advise the Leadership & Skills Development section of the TED function in writing to SFRS.CorporateSkillsDevelopmentAdvisor@firescotland.gov.uk
Thereafter TED will review the relevance of the study to the applicant’s new role. Employees who take up a seconded post external to the SFRS will be expected to continue with their studies and will remain subject to the criterion identified within this policy.

6.21. Data Protection

The Training and Employee Development Team has the responsibility for managing further/higher education applications and maintaining the document system. Data held within the TED Management system is subject to and fully compliant with the principles of data protection and the GDP Regulations 2018. Data shall only be used for legitimate and lawful purposes, namely to enable managers and the Training and Employee Development Team to fulfil the specified requirements of their role. Further information is available from the SFRS Information Governance Manager.

6.22. Equality and Diversity

The SFRS is committed to ensuring that all staff, have access to relevant further and higher education qualifications, relating to their leadership level as defined within the Learning and Development framework or their specific job/post/role, irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

Applicants who may require additional support to undertake their studies or to process their application should inform their line manager in the first instance whilst discussing their application. Applicants should also inform their line manager when submitting their application.

In addition to this, many points of the points raised within the “Training and Employee Development Equality Impact Assessment” will also be pertinent to the policy and its implementation and should be considered alongside this EIA. The sections around monitoring, reasonable adjustments, pregnancy and maternity and socio-economic factors may be of particular interest.

7. ASSOCIATED DOCUMENTS/REFERENCES

Training and Employee Development Policy
Training and Employee Development Equality Impact Assessment
Training and Employee Development Quality Management System
SFRS Appraisal Process
Leadership Development Pathway
Learning and Development Review, Analysis and Implementation
Recruitment and Selection Policy
Development Centre Policy
Secondment/Acting Up Policy
Special Leave Policy
Employment Rights Act 1996
SFRS Travel and Subsistence Policy (All Staff)
APPENDIX A – LETTER OF UNDERTAKING

Section 1

Terms
I. The Scottish Fire and Rescue Service (hereinafter referred to as the ‘SFRS’)
II. Course of studies (hereinafter referred to as “the Course”)
III. For a period of two years (hereinafter referred to as “the Minimum Period”)

Section 2

Enter full name: 
Enter Full Home Address 
Employed by SFRS as 
Based at

Section 3

Considering that the SFRS have agreed to grant me facilities and financial assistance in connection with:

- The Course at 
during the academic session(s) which will lead to the attainment of the following qualification:

I Do Hereby Acknowledge that by committing my signature hereto:

(1) I am fully aware of the costs associated with the course;

(2) I agree that on satisfactory completion of the course I will remain and continue in the employment of SFRS for the Minimum Period. This is subject to SFRS having a suitable post available for me. If SFRS does not have a suitable post available, then my case will be considered on its own merit; and

(3) Should I at any time prior to the expiry of the Minimum Period:-
   a) voluntarily leave the employment of SFRS and cease to be a member of the SFRS; or
   b) voluntarily terminate my studies before completing the course within the academic session(s) stipulated by SFRS; or
c) voluntarily secure an alternative external post whilst undertaking study or within two years of completing my studies; or
d) voluntarily take any action which compels SFRS to dismiss me from its employment and by virtue of which I cease to be a member of SFRS; or
e) be dismissed from the employment of SFRS for reason of indiscipline or misconduct and by virtue of which I cease to be a member of SFRS; or
f) fail to make the satisfactory number of attendances while on the Course, with the Head of Function/Deputy Assistant Chief Office (DACO) or appropriately delegated SFRS person being the sole judge as to what amounts to satisfactory attendances; or
g) Do not complete the work of the Course to a satisfactory standard, with the Head of Function/DACO or appropriately delegated SFRS person being the sole judge as to what amounts to the satisfactory standard; or
h) Fail to make satisfactory progress in the Course, with the Head of Function/DACO or appropriately delegated SFRS person being the sole judge as to what amounts to the satisfactory progress;

then I shall repay to SFRS the financial assistance I was granted, in accordance with Section 4.

Section 4

On satisfaction of any of the categories as outlined in Section 3(3), I shall repay to SFRS, the financial assistance granted to me or such proportion thereof as may be determined by SFRS, in connection with the course. Such financial assistance is calculated to include.

i. the course fees;
ii. all examination fees;
iii. any grant made by SFRS towards the cost of essential text books;
iv. any grant made by SFRS towards the cost of preparing a Thesis;
v. any other grant made by SFRS; and
vi. any expenses incurred by SFRS in recovery of financial assistance.

In this connection I Do Hereby Grant an irrevocable mandate authorising the Director of Finance and Contractual Services employed by SFRS to deduct any such financial assistance in full from my next available pay or final pay, or to recover by whatever other means are deemed appropriate, at the said Director’s sole discretion.
It being agreed that a certificate issued by the said Director shall be sufficient evidence of the amount of financial assistance paid to me and to be recovered.

I Do Hereby Acknowledge that this is a legally binding Agreement, governed by the Law of Scotland and I have been advised that I may wish to seek independent legal advice prior to signing it.
Section 5

SIGNED by me

at (location / place)

On the ................day of............................ Two Thousand and ......................

Before the witness subscribing:
Signature of Employee
*Countersignature of Parent/Guardian

Note: * If the employee is under eighteen years of age at the date of signing, the above Undertaking will be signed by him / her and countersigned by his / her parent / guardian.

Witness 1

Signature

Name

Occupation

Address