



EDUCATION AND TRAINING POLICY

ETC Foundation

ETC	Management
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For Approval:

A handwritten signature in blue ink, appearing to be 'J.H.J. Dusseljee', written in a cursive style.

J.H.J. Dusseljee

Director ETC Foundation

EDUCATION AND TRAINING POLICY

ETC attaches great value to the development of its employees in order to maintain the delivery of the highest quality of services. Moreover, participation in training and courses facilitates personal development and benefits career prospects (see, for example, Annex 2 for function profiles). Both the employee and ETC benefit from such activities and hence this is considered a joint responsibility.

Participation in any form of capacity development is reviewed on a quarterly basis as part of the flexible rewarding arrangements (Annex 4) and will also be part of the annual performance review.

When an employee wishes to take part in courses or training, it is important to establish clear agreements concerning the amount of time to be spent and the costs that will be involved. An employee should submit a request to the cluster manager for approval in terms of participation time and budget. The cluster manager will take into account the necessity and/or relevance of the training from the perspectives of both the employee and ETC as well as the financial reserves available at the time of the request as inputs in determining approval for participation in a training course.

If relevant and/or considered necessary, and especially worthy where time-consuming, costly or involving long-term capacity development trajectories, arrangements will be made in a fit-to-measure manner and will be confirmed in a written agreement to be signed by the employee and director. The written agreement will describe (but will not be limited to):

- what training will be followed;
- which parts of the costs will be covered by ETC, and what the employee must self-fund;
- how much study time will be allowed during working hours;
- repayment of costs should the employee leave ETC within an agreed period of completing the training; and
- any requirements regarding taking an examination and whether feedback will take place within ETC.