



TRAINING & DEVELOPMENT POLICY AND PROCEDURE

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1. PURPOSE

- 1.1 The purpose of this policy is to set out the guidelines for:
- a. Booking a training course run by the Company.
 - b. Cancelling a place on a training course run by the Company.
 - c. Training and development funding.
 - d. Financial support for professional courses run by external providers.
 - e. Accommodation.
 - f. Study leave.

2. SCOPE

- 2.1 This is a group level policy that applies to all employees of Anglian Water Group Limited, except for Anglian Water (Ireland) Limited and Wave Limited (and their respective subsidiaries).

3. STATUS

- 3.1 This policy and guidelines are subject to regular review by the Company and are updated as appropriate.

4. POLICY OWNER

- 4.1 Head of People Development.

5. POLICY

- 5.1 This policy and procedure provide guidance for employees who embark upon training and development courses.
- 5.2 As part of our commitment to the careers of our people through the Performance Review process, the Company will provide support to aid individual professional development. This may include monetary support and time off for exams.
- 5.3 A funded learning contract is an agreement made where the Company funds external development, which meets certain criteria and the individual agrees to pay back the money should they leave the Company or not complete the training in certain circumstances. All funded learning contracts will be treated in confidence. Breaches of confidentiality may result in disciplinary action.

6. TRAINING AND DEVELOPMENT FUNDING

- 6.1 The People Team provides a budget for:
- a. Technical training (including requirements for Health & Safety) through contracted training providers.
 - b. Management and Personal Skills training, which is internally delivered.

- c. Training and development outside these criteria are considered for funding using a funded learning contract, or direct payment (e.g. conferences.) All applications must be authorised first by the Training & Development Business Partner.
- d. Any development determined by the Company and People Team as being necessary across the board and facilitated by the People Development Team, e.g. Training essential for new managers.
- e. Specialist programmes of development to enable future business resourcing e.g. accredited apprenticeships, graduates and talent management.

7. BOOKING PROCESS FOR TRAINING AND COURSES

7.1 MANAGEMENT AND PERSONAL SKILLS COURSE

- a. Places on management courses are prioritised for those who have direct reports, eLearning alternatives are available for those who are not yet a people manager. Read the course outline and discuss and agree with your Line Manager that the course meets your development as outlined in your development plan. Be clear about the objectives of the training and what you want to learn.
- b. Enrol on the required course via Workday, selecting a course date. If you are not a manager, requesting a place on a management course, your request will go to the People Development Team for approval, who will contact you to understand how the training will benefit you in your current role.

7.2 HEALTH, SAFETY AND TECHNICAL TRAINING

- a. Firstly, ensure that you have read the course outline and checked with your Line Manager that the course meets your development needs fully and you are clear about the objectives of the training.
- b. The Training and Development Coordinator or your Operational Administrator will ensure that your time is booked out.
- c. The Operational Learning team can book out training through MyAnglianWater up to manning levels, anything over and above manning levels will come to your Operational Manager. Procedures relating to this are [PDF How to book, amend and cancel Technical and Operational Training.pdf](#) and [Word Technical and Operational Training Procedure.docx](#)

7.3 ACCOMMODATION

- a. You are required to make your own arrangements for accommodation during any training sessions, these fall under normal [expense policy](#) rules

7.4 CANCELLATION POLICY FOR INTERNAL AND EXTERNAL COURSES

- a. Cancellation 15 calendar days or more prior to the scheduled course date – no charge.
- b. Cancellation 14 calendar days or less before the scheduled start date, including no show on the day – 100% external course charge or a minimum of £100 internal course charge to your business unit.

8. FUNDED LEARNING CONTRACT (FLC)

- 8.1 A FLC can be made available when internally delivered development is not available and the development has a direct impact on the your ability to perform your job.
- 8.2 A FLC does not apply to development through an apprenticeship programme.
- 8.3 Amounts of financial support are considered on an individual basis and allow for some or all the cost of the development you are seeking.
- 8.4 Any professional qualifications required to enable you to carry out your role, must be agreed by your Line Manager and the People Development Team prior to booking anything.
- 8.5 Continuation of an educational or professional qualification for someone potentially being recruited into the Company while partway through a course. The recruiting manager must seek approval before appointment with People Development Team.
PeopleDevelopment@anglianwater.co.uk

8.6 FUNDED LEARNING CONTRACT PROCESS

- a. Speak to your Line Manager about your development needs, what courses you have found and how you feel it will benefit you and the Company.
- b. Seek approval through your Line Manager and the appropriate Training & Development Business Partner and complete the application form [Request for External Training e-form](#)

8.7 FUNDED LEARNING CONTRACT RULES

- a. In return for the Company agreeing to fund your participation in development you must complete the course and remain employed by the Company for at least two years from the date of its completion.
- b. Should you voluntarily leave or be dismissed from the Company within this two-year period of completing training or fail to complete the training/examinations, you may be required to reimburse the Company for some, or all the fees as outlined below.
 - i. Less than 12 months 75%
 - ii. 12 to 18 months 50%
 - iii. 18 to 24 months 25%
- c. The decision to request reimbursement is at the discretion of the People Development Team and your Line Manager who authorised the training, having due regard for the circumstances of the case.
- d. This will not apply in the event of redundancy, either compulsory or voluntary.
- e. If the course is not completed or you do not pass the course, you will be required to reimburse 100% of the fees.

9. APPRENTICESHIPS

- a. Apprenticeships at the Company are funded by the Company.
- b. All applications for funding must be approved by the People Development Team.
- c. For Employee and Manager Guidelines please read [Early Careers page](#) on Lighthouse.

10. OTHER EXPENSES RELATED TO TRAINING

- a. Where employees are required to attend a course, which includes travelling outside normal working hours over their normal travel time, then time off in lieu or payment at single time will be given by mutual agreement. This does not apply for day release or evening classes.
- b. The cost of essential books may be reclaimed on production of receipts. These books are the property of the Company.
- c. If membership of a professional body is a requirement of the course, this will be paid. Fees will be paid direct or reimbursed on production of receipts.
- d. Subsistence and travel expenses can be claimed in accordance with the [expenses policy](#).

11. STUDY LEAVE

- 11.1 Where a course involves examinations, special pre-examination leave with pay of up to 3 days may be granted by your Line Manager. This leave must be matched equally by you with annual leave.

12. RECORDS

- 12.1 It is the Company's standard practice to send all written correspondence by email.
- 12.2 All information will be held on the employee's record in accordance with the Company's Data Retention [Policy](#).

13. FURTHER ASSISTANCE

Please contact your Line Manager or HR Business Partner for further assistance.

14. ADDITIONAL DOCUMENTS

[Professional Association Subscriptions Policy](#)
[National Water Hygiene Online Booking Procedure](#)

LAST REVIEWED

October 2024