**PROFESSIONAL DEVELOPMENT CONTRACT/AGREEMENT FOR STAFF**

This professional development contract will form a formal agreement between the employee and employer and applies to professional development programmes or courses where the University is required to fund (in part or full) and/or where regular release from the workplace is being agreed.

Before applying and signing the agreement you should secure the support of your line manager, and agree the programme of study that you wish to complete and how it relates to your job role and objectives. This should have been highlighted as part of your ongoing PDR or a change in business needs. Once you have completed page one of this agreement please complete page two in conjunction with your line manager.

Training Programme or External course requested to be funded by Lancaster University

**Type here**

Please provide details of how this training supports both your professional development and the business needs of Lancaster University, including the expected outcomes.

Expected completion date:

………………………………………………………………………………………………...

Full cost of programme/course being requested from Lancaster University:

………………………..

If the programme/course spans more than one financial year (August-July) please provide the dates of when the costs are expected to be incurred and the amount due at each date.

**To be completed in conjunction with your line manager:**

What additional resource has been agreed as part of this learning agreement? This could include equipment, books, materials. Please include an estimate of costs for additional resources.

Please provide details of any study leave agreed and any arrangements for cover agreed

**Repayment Terms**

In the case of employees leaving the University before completing the development activity or within one year's service following the completion of the development activity, the University reserves the right to reclaim all of the costs of the Development activity which are set out above. If service is one year but less than two years, the sum reclaimed will be 50% of the total amount paid.

|  |  |
| --- | --- |
| Agreed cost of programme/course |  |
| Agreed cost of additional resource |  |
| **Total amount to be repaid** |  |
| **Total number of study days to be repaid** |  |

**Manager’s Comments**

|  |  |
| --- | --- |
| **Employee signature:** | **Date:** |
| **Line Manager signature:** | **Date:** |