



**UK Research
and Innovation**

Learning and Career Development

Contents:

- Policy Statement
 - Management Statement
 - References
 - Version control
1. [Principles](#)
 2. [Identification of Learning and Career Development Needs](#)
 3. [Roles and Responsibilities](#)
 4. [Record Keeping](#)
 5. [Conditions for Time Off with Pay](#)
 6. [Budget Approval](#)
 7. [Sponsorship and Support Towards a Recognised Qualification](#)
 8. [Professional Membership Fees](#)

Appendices:

- A. [Learning and Career Development Methods](#)
- B. [Sponsorship and Support Towards a Professional Qualification](#)
- C. [Professional Membership](#)
- D. [The UKRI Apprenticeship Levy](#)

Policy Statement

UK Research and Innovation (UKRI) is a publicly funded organisation which is dedicated to nurturing the highest quality research and innovation by focusing on excellence with impact. Each year UKRI invests in research covering the full spectrum of academic disciplines from the medical and biological sciences to astronomy, physics, chemistry and engineering, social sciences, economics, environmental sciences and the arts and humanities.

UKRI is committed to the development of all employees so that it can deliver its mission of ensuring that the UK maintains its world leading position in research and innovation, in collaboration with the global scientific and research community.

UKRI believes that learning and career development are essential for:

- ensuring that UKRI has the capabilities for it to deliver its strategic objectives,
- developing all employees to perform effectively in their jobs,
- enabling employees to achieve their full potential,
- supporting employees' own career aspirations and development, and
- providing employees with the opportunity to broaden their skills through working with other organisations.

This policy applies to all UKRI employees employed on a permanent or temporary contract. This policy may apply to students, visiting workers, or those workers provided by a third-party agency where it is specifically identified that they require compliance or role specific training.

Management Statement

The Learning and Career Development policy has been agreed with the Trade Union Side and complies with legislation.

References

Managing Performance and Conduct Policy
Attendance and Leave Policy

Version Control

Version Number	Status	Revision Date	Summary of Changes
Version 0.7	Draft	January 2020	New policy created.
Version 1.0	Complete	August 2020	New policy agreed.

Learning and Career Development

1. Principles

- 1.1 UKRI has the responsibility for identifying individual and organisational capability needs which are required to support the current and future organisational objectives.
- 1.2 UKRI will ensure that it provides and supports a broad range of high-quality learning and development activities that are aligned to the organisational needs and respond to changes in the way that UKRI operates.
- 1.3 UKRI expects employees to take responsibility for identifying and discussing their development needs with their line manager.
- 1.4 Learning and career development activities will support:
 - 1.4.1 the achievement of UKRI's strategic objectives and people capability-related initiatives.
 - 1.4.2 the requirement to meet UKRI's legal, regulatory and public sector requirements through compliance training.
 - 1.4.3 essential professional and technical competence required for the role.
 - 1.4.4 essential criteria for the role.
 - 1.4.5 the ability to demonstrate continuing professional development and the longer-term career development aspirations of change to UKRI's business model which may determine additional or different skill sets.
- 1.5 UKRI will ensure that employees are provided with the support to access and participate in compliance training relevant to their role as identified by UKRI.
- 1.6 The Learning and career development needs of employees are a key component of the annual appraisal discussion and other periodic career discussions.

2. Identification of Learning and Career Development Needs

- 2.1 Learning and career development should be informed by the requirements of the role and/or career progression purposes. This could be identified as a result of one or more of the following:
 - 2.1.1 changes to the UKRI operating model which require employees to develop a different skill set,
 - 2.1.2 induction,
 - 2.1.3 appraisal
 - 2.1.4 promotion,
 - 2.1.5 a change of duties/role (individual/team),
 - 2.1.6 performance management discussions,

Learning and Career Development

- 2.1.7 continued membership of a professional association (see [Appendix C](#)),
 - 2.1.8 an internal assignment to another part of UKRI,
 - 2.1.9 a secondment to an external organisation,
 - 2.1.10 a formal improvement plan.
- 2.2 The types of learning and career development activities provided will vary (see [Appendix A](#)).

3. Roles and Responsibilities

3.1 UKRI will:

- 3.1.1 Periodically review its overall provision of employee learning and career development to ensure that it offers a range of activities which support UKRI's organisational objectives and priorities.
- 3.1.2 Put the appropriate procedures in place to plan, deliver and evaluate learning and career development activities.
- 3.1.3 Ensure that all learning and development providers, course material, activities and provision are accessible and inclusive.
- 3.1.4 Recognise its obligations under the Employment Rights Act 1996 and Apprenticeship, Skills, Children and Learning Act 2009 when considering requests, time off from work for study or training.
- 3.1.5 Ensure that decisions relating to learning and career development will be made in a fair consistent and equitable manner.
- 3.1.6 Recognise and endeavour to provide a range of learning methods to accommodate the different learning styles and ways of working of its employees.

3.2 Line managers will:

- 3.2.1 Ensure that access to learning and career development opportunities is open to all employees.
- 3.2.2 Discuss and agree the most suitable development activity (e.g. training course, attendance at external events/conferences, self-directed learning, qualifications, or apprenticeships) (see [Appendix A](#)).
- 3.2.3 Support employees to undertake development activity which supports their development.
- 3.2.4 Ensure that employees undertake and complete compliance training.
- 3.2.5 Maintain accurate records of learning and career development opportunities that employees are undertaking

Learning and Career Development

- 3.2.6 Discuss with the employee the learning achieved and ensure that this is being put into practice at work.
- 3.2.7 Evaluate and provide feedback on the success of the learning and development activities.
- 3.2.8 Discuss with their employees the conditions for support, sponsorship and leave available for formal study and have ongoing conversations to discuss progress.
- 3.3 Employees will take responsibility for their own development through:
 - 3.3.1.1 Identifying their own and organisational learning and career development needs in consultation with their line manager throughout the year and during informal, formal and appraisal meetings.
 - 3.3.1.2 Participating fully in learning and career development opportunities.
 - 3.3.1.3 Maintaining accurate records of learning and career development opportunities undertaken
 - 3.3.1.4 Completing compliance training.
 - 3.3.1.5 Putting new skills and knowledge into practice at work.
 - 3.3.1.6 Providing feedback on development activities.

4. Record Keeping

- 4.1 The employee and the line manager are responsible for ensuring that the completion of all learning and career development activities are recorded.
- 4.2 In the case of activities which fulfil legal, regulatory and public service obligations or demonstrate compliance against external quality standards, records of completion are kept up to date and made available when requested by UKRI.

5. Conditions for Time Off with Pay

- 5.1 Time off with pay to study for and attend development activities is regarded as official duty and will be granted to employees on the condition that they:
 - 5.1.1 attend and participate fully in the activity,
 - 5.1.2 notify the line manager of any absence from the activity,
 - 5.1.3 make progress including passing any relevant examinations and assignments.
- 5.2 Travel time to and from the place of study is regarded as official duty. For more information, please see [Appendix B](#).
- 5.3 Time off in lieu will be granted for attendance on development activities on a day that employees would normally not work or outside of their usual working hours.

Learning and Career Development

- 5.4 In exceptional circumstances, employees may be paid overtime for attendance on development activities on days that they would normally not work. This should be agreed in advance of attending the development and is at the line manager's discretion.

6. Budget Approval

- 6.1 UKRI expects line managers to prioritise learning and career development activity that is relevant to the role, cost effective and timely, in relation to their budget allocation.
- 6.2 Approval from the relevant budget holder must be given before any learning activity is agreed or sourced.

7. Sponsorship and Support Towards a Recognised Qualification

- 7.1 Employees may be eligible for support to study for a professional qualification if:
- 7.1.1 The employee is required to have a professional qualification to demonstrate their competency to practice.
 - 7.1.2 A professional qualification is considered by UKRI to be an essential criterion for a particular role.
 - 7.1.3 The employee is employed or in post for the duration of the learning and career development activity.
 - 7.1.4 The probation period has been successfully completed (for new employees who are already undertaking study this can be waived where sponsorship is agreed as part of the recruitment package).
 - 7.1.5 Employees are already studying for a professional qualification prior to joining UKRI.
 - 7.1.6 Employees are not working their notice period.
- 7.2 Participating and completion of the course should:
- 7.2.1 Provide skills, experience and abilities that will benefit UKRI.
 - 7.2.2 Enhance performance in the employee's current or future role and be linked to the requirements of the employee's capabilities required for the role.
 - 7.2.3 Support career progression in the profession within UKRI.
- 7.3 Before applying for support, the employee and line manager must discuss the relevance to the employee's role, the commitment required to study and sit exams and all associated costs for the duration of the qualification, including any pay back clauses. See [Appendix B](#) for more information.

8. Professional Membership Fees

- 8.1 Professional Membership fees for one professional body will be funded where this is



Learning and Career Development

considered relevant for the role. Please refer to [Appendix C](#) for more information.

- 8.2 Where an employee's role spans more than one profession, support for an additional membership may be funded, if the direct benefit to the role and UKRI can be agreed between the employee and the line manager.
- 8.3 Line managers should periodically review how the membership is being used by their employees and the benefit this is generating for the employee and UKRI. UKRI reserves the right to withdraw support for funding any professional membership fees. For more information, please see [Appendix C](#).

Appendix A - Learning and Career Development Methods

Situations where development needs could be identified	Description/Activity
Support employees through the probation period	All employees will be given the recommended regulatory, compliance and role specific training and support
Compliance and regulatory training mandated by legislation, regulation of policy	UKRI will determine what is considered to be compliance training and will communicate this to all employees
Career Development	Where it has been identified that development will help individuals to develop in their current profession, role, apply for promotion or work towards a change in career
Change of roles/duties	Where an individual has a change in their role for example, line management, the introduction of new equipment or method of working.
Where it is deemed to be necessary to have a professional qualification to demonstrate a minimum level of professional expertise or where an employee is seeking a career change in UKRI	Financial support may be available from UKRI. In addition, employees can gain technical knowledge, practical experience and the wider skills they need for their immediate job and future career, including professional qualifications, through an apprenticeship. See Appendix D for more information.
Where changes to the UKRI's operating model means that employees will be required to work differently and may need to develop a different skill set	Employees may be required to undertaken training, attend workshops, formal learning or provide support to colleagues
Performance discussions	As a result of appraisal or performance and career development conversations that take place throughout the year
A requirement to meet the needs of professional requirements and continuous professional development	Professional memberships provide access to the latest development in the individual's profession which are directly related to their role. UKRI may provide sponsorship and support for relevant CPD so that the individual maintains the competence to practice
Where an individual requests an agreed period away from work to undertake personal development, study, research or voluntary work	Sabbatical leave (see UKRI Attendance and Leave Policy) Career breaks (see UKRI Attendance and Leave Policy)
Where it is identified that an employee has specific individual needs which are better addressed on a one to one basis	Coaching and mentoring
On the job training	Facilitates learning in a real-life work environment
Internal transfer and secondments to external organisations	Temporary transfers to a different part of the organisation or to another organisation for a defined period can help to broaden an



Learning and Career Development

	employee's experience and develop additional skills and knowledge
--	---

Appendix B – Sponsorship and Support Towards a Professional Qualification

- B1.** The employee and line manager should discuss the relevance of the professional qualification to their current role and future career prospects, taking into consideration the points raised in B2 and B3 below.
- B2.** The employee and the line manager should discuss the study options available; these could be:
- B2.1 Further Education.
 - B2.2 Higher Education.
 - B2.3 Distance Learning.
 - B2.4 Professional body.
 - B2.5 Apprenticeship.
- B3.** The employee must have full support of their line manager before completing an application and applying for support.
- B4.** Financial support
- B4.1 The application for financial support should outline the full expected cost associated with the qualification, including:
 - B4.1.1 Registration with the chosen professional body.
 - B4.1.2 Annual membership fee.
 - B4.1.3 Exemption fees.
 - B4.1.4 Tuition course fees.
 - B4.1.5 Revision course fees.
 - B4.1.6 Examination fees.
 - B4.1.7 Travel and subsistence costs (travel and subsistence must comply with the UKRI Travel and Subsistence Policy).
 - B4.2 Fees for late exam entry will not be paid.
- B5.** Exam and study leave
- B5.1 The following paid study leave can be claimed by the individual:
 - B5.1.1 The day of an examination plus one additional day for revision purposes (Additional study leave may be considered on a case by case basis dependent on the type of study).

Learning and Career Development

- B5.2 Any additional study leave required should be taken through annual leave or time in lieu.

B6. Failure in an examination

- B6.1 Should an employee whose fees are being paid by UKRI not pass the examination, the support provided may be extended to allow the individual a second attempt.
- B6.2 Where an employee does not achieve the qualification; or pass an examination; the line manager will review the circumstances with the employee and agree the circumstances under which further support will be available.
- B6.3 Where the line manager is satisfied that the individual was not prepared adequately on the first occasion due to circumstances beyond their control, UKRI will pay the exam fees for the second attempt in full.
- B6.4 Should the individual be unsuccessful at the second attempt, the support may be withdrawn.

B7. Withdrawal from the course or leaving UKRI

- B7.1 If the employee withdraws from the course or leaves UKRI, they may be required to repay some or all of the costs or fees incurred.
- B7.2 The repayment of costs will not apply in the case of employment being terminated due to redundancy or ill-health retirement.
- B7.3 If an employee is considering withdrawing from the course, they should have a conversation with the line manager to discuss the reasons for this. UKRI may waive the repayment costs where there is clear justification and reason for withdrawing.
- B7.4 Employees may be asked to sign a local learning agreement which will set out a repayment structure.
- B7.5 If leaving UKRI, the relevant amount may be deducted from the final payment. If the amount to be reimbursed to UKRI is greater than the salary payment, then the individual may be asked to repay the remaining balance by other means. The repayment should be discussed with the line manager to identify an appropriate solution.
- B7.6 After completion:
 - B7.6.1 UKRI will actively support and encourage development beyond the completion of the professional qualification. This includes payment of annual membership fees.
 - B7.6.2 Opportunities to gain further continuous professional development (CPD) should be discussed with the line manager.

Appendix C – Membership costs of Professional bodies

- C1.** Employees may be eligible for reimbursement for one professional membership subscription to a professional organisation and learned societies. Employees must check the [HMRC list](#) to see if the professional body is approved.
- C2.** If the professional body is not on the approved HMRC list then payroll must be advised by HR so that the necessary tax arrangements for UKRI can be made.
- C3.** Approval for payment for membership of more than one professional association will only be made in circumstances where the duties of the post span more than one professional discipline and are not covered by a single professional association.
- C4.** Line managers will be responsible for approving the payment of a professional membership/subscription.
- C5.** Reimbursement of membership/subscription fees should be claimed through the appropriate expenses system and must be accompanied by a valid receipt.
- C6.** To be eligible for reimbursement, employees must demonstrate relevancy of the membership of the professional body to their role which may be but not limited to:
- C6.1 completing a professional qualification,
 - C6.2 accumulating CPD credits,
 - C6.3 attending institute meetings,
 - C6.4 submitting papers,
 - C6.5 being a member of a professional networking group that derives benefit,
 - C6.6 willingness to act as a mentor to staff who are working towards full membership of the applicable institution where the institution scheme requires it.
- C7.** Line managers should periodically check how professional membership subscriptions are being used by their employees and discuss the benefit they are gaining from the ongoing support. UKRI reserves the right to withdraw the support.

Appendix D - Apprenticeships

- D1.** An apprenticeship is a job with an accompanying skills development programme delivered via an approved Government standard. Through their apprenticeship, employees gain the technical knowledge, practical experience and the wider skills they need for their immediate job and future career. They gain this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practise new skills in the work environment.
- D2.** The Apprenticeship Levy is a UK tax on employers which can be used to fund apprenticeship training.
- D3.** UKRI is required to pay 0.5% of its annual pay bill into a digital account from which the training associated with an apprenticeship can be funded subject to eligibility.
- D4.** The definition of an apprentice is an employee aged 16 or over living in England and undertaking a structured work-based apprenticeship. There is no upper age limit.
- D5.** UKRI employees who live and work in Wales, Scotland and Northern Ireland are not in scope for Apprenticeships funded by the levy. Each of the devolved nations has a separate apprenticeship system and associated funding arrangements.
- D6.** UKRI employees who either live in England or work in England for at least 50% of their time are eligible to access Apprenticeships funded by UKRI's levy (subject to other eligibility requirements).
- D7.** Existing UKRI employees can and are encouraged to undertake an apprenticeship (funded by the levy) where a suitable apprenticeship standard exists.
- D8.** Employees are entitled to time off for study in accordance with the terms of the apprenticeship.
- D9.** Employees may be employed on fixed-term contracts providing their contract is for the duration of the apprenticeship.
- D10.** Existing employees' terms and conditions will not be affected if they take up an apprenticeship but they will be required to enter into an apprenticeship agreement.
- D11.** If an employee does not complete the apprenticeship, they will not be required to repay any costs associated with the apprenticeship.
- D12.** Staff should contact HR in the first instance for further advice.