**Guidance notes for employees’ and managers’ undertaking distance learning qualifications**

**Introduction**

Free distance learning opportunities are available to compliment the range of formal learning and development opportunities offered by Workforce Development, to give staff the freedom to study at a convenient time and at their own pace.

**Funding/Charges**

These courses are all free of charge. However non-completion of the qualification, within the required timescales will result in the individual learner or service area budget incurring charges to cover the cost of our providers’ materials and registration. This is agreed directly with the individual learner and the Provider prior to commencing the qualification, and will be either £81 or £86 depending upon the qualification being studied for. The individual learner will be asked to sign a disclaimer to this effect. Workforce Development will under **no** circumstances pay this fee.

**Study time/Time off**

Subject to the line managers approval staff will require a maximum of 2.5 hours per week study time.

**Commitment**

Prior to line manager approval, staff should consider the impact of working and studying i.e.

* willing to give up some of their own personal time to complete the qualification?
* know what is involved/expected?
* undertaken previous qualifications and if so completed within the expected timescale?

**Method of Study**

Distance learning does not suit every learner. It is worth finding out whether this learning style is suitable before committing to the qualification, or deciding whether a different method may be more suited to the learners needs.

**Induction arrangements**

Workforce Development will arrange an induction session for you to attend with a local Provider. You will be notified of a date, time and venue vie email or telephone so please ensure that you have completed this section accurately.

**Agreement to Undertake a Distance Learning Qualification**

**I am interested in ‘Qualification Title‘**

**……………………………………………………………………………………………………………**

**……………………………………………………………………………………………………………**

**Learner Details**

By signing the below you are agreeing to the detail contained within this document and signing up to undertake a distance learning qualification with either Walsall Adult and Community College or Walsall College and to the associated conduits.

**Learner name ……………………………………………………**

**Job Title …………………………………………………….**

**Employee Number …...………………………………………………..**

**Email ………………………………………………….....**

**Contact Number ……………………………………………………**

**Manager details**

By signing the below you are agreeing to the detail contained within this document, and for the staff member named above to undertake a distance learning qualification. You are also agreeing for the employee to attend an induction arranged by Workforce Development during normal Council office hours.

**Line Manager ………..…………………………….......………..**

**Job Title ……………………………………………………**

**Email …………………………………………..………**

**Service Area ……………………………………………..…….**

**Date ………………………………………………...…**