



## TRAINEE SPONSORSHIP POLICY

School staff and recognised unions were consulted by Suffolk County Council on this document and it was accepted by the Trust Board and reviewed and approved again	25 <sup>th</sup> September 2018
Review	September 2021

## **TRAINEE SPONSORSHIP POLICY**

Unity Schools Partnership (“the Trust”) aims to recruit the most talented individuals. This policy is intended to support this aim by providing assistance to non-salaried trainees who undertake work placements at a school or schools within the Trust, or at the Trust’s central offices.

### **SCOPE**

This policy applies to:

- I. Non-salaried initial teacher training (ITT) students;
- II. Apprentices on temporary contracts or work placements;
- III. Interns on temporary contracts or work placements

Employed (salaried) trainees on permanent contracts should refer to the Trust’s Relocation policy.

### **ELIGIBILITY**

To qualify the individual must fulfill all of the following criteria:

- a) They are expected to take up a permanent post within the Trust upon successful completion of their training;
- b) Their existing home is not within reasonable daily travelling distance i.e. more than 45 miles or more than one hour travelling time from the main base for working within the Trust.
- c) Their temporary accommodation i.e. during their work placement, is within a reasonable distance from their main base for working within the Trust (usually 45 miles).
- d) Neither they nor their partner is in receipt of sponsorship from another potential employer;

### **SPONSORSHIP PAYMENTS**

The Trust will provide funding in respect of:

1. Accommodation rental costs (including deposit up to a maximum of one calendar month rent) for the duration of work placements at a Trust school or schools, up to a maximum to be agreed with the employing / host school;
2. Travel and accommodation expenses (to be agreed in advance) incurred during preliminary visits to the area to view prospective accommodation (meals are excluded). All fares will be reimbursed at standard class only.
3. Reimbursement for travel expenses (to attend off-job training) at a cost of 40p per mile or standard rail / bus fare;

## **SPONSORSHIP TERMS AND CONDITIONS:**

1. Temporary accommodation eligible for sponsorship funding will be one of the following:
  - a) Shared accommodation in a property arranged by the Trust; or
  - b) Rented accommodation in a property arranged by the individual and approved, in advance, by the Trust.
2. All other additional costs relating to the course will be the responsibility of the individual;
3. The trainee will commit to giving reasonably required time and effort to complete the course of training and to meet the responsibilities required by the training provider;
4. Upon successful completion of the course of training, the trainee will take up a permanent post with the Trust and commit to remaining in the Trust's employment for a minimum of three years from commencement of the post.
5. Should the individual fail to successfully complete the course of training, the amount of sponsorship paid will become repayable in full. In the event that the trainee is occupying Trust accommodation, he/she will be required to vacate the property within one calendar month of leaving the course.
6. Should the individual voluntarily leave or be dismissed (with the exception of redundancy) from the Trust within three years of commencing employment with the Trust, they will be required to repay a proportion of the reimbursed expenses. This amount will decrease by 1/36 for every month of service completed.
7. The trainee will be required to enter into a signed agreement with the Trust (see appendix 1)

## APPENDIX 1

### ITT SPONSORSHIP AGREEMENT

This agreement is between [insert name] and

Unity Schools Partnership (“the Trust”).

The Trust agrees to support your completion of the following course:

Course title:

Start date:

Duration:

The Trust will provide funding in respect of:

4. Temporary accommodation costs for the duration of work placements at a Trust school or schools, up to a maximum of [insert £];
5. Reimbursement for travel expenses at a cost of [insert Xp per mile] or standard rail / bus fare;

#### **Terms and conditions:**

The Trust agrees to provide funds towards travel and living costs for the duration of work placements at a Trust school or schools, in return you are required to meet the following conditions:

1. I understand that I am responsible for any additional costs relating to the course;
2. I agree to commit to required time and effort required to complete the above course and meet the responsibilities required by the training provider;
3. I agree to undertake all work placements at a Trust school or schools;
4. Upon successful completion of:
  - \*Initial Teacher Training (ITT) and achievement of Qualified Teacher Status (QTS)
  - \*My Apprenticeship with the Trust;
  - \*My Internship with the Trust;

\*Delete as applicable

I will continue to work at a Trust school for a minimum of three academic years;

5. I will forward a copy of my certificate to the Trust’s HR Office upon completion of my ITT.

6. Should I not complete the above course or be able to meet any of the above conditions, I will inform the Trust's HR Office in writing immediately and understand that I may be required to pay back the amount awarded.

Signed.....  
(Trainee)

Printed name.....

Date:

Signed.....  
(on behalf of Unity Schools Partnership)

Printed name.....

Date: