# Resourcing and Talent

## Career Grade Scheme - Guidance

# Guidance

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| **Version Control** | **Changes Made** | **Author** |
| Version 1  Jan 2025 | Refresh of presentation and format. Change from Council to Service. | Resourcing and Talent |

### Introduction

A Career Grade is an agreement between the employee and the Service. It should be used when the Service agrees to pay some or all of the training costs to enable an employee to acquire a new qualification, skill or competency and progress to the vacancy, within the Career Grade, which needs to be filled.

Career Grade Training Agreements are necessary to ensure that the Service receives some return or value for money for the investment of public monies by encouraging the employee to remain with the Service for at least 3 years so the benefit of the training can be realised. If the employee leaves before the three years is completed they may be required to repay some or all of the costs depending on the circumstances.

Managers must ensure that the Career Grade has been approved in the first place before recruiting to the post and then then ensure that the successful candidate signs the Training Agreement (which should be part of the job offer) before confirming the appointment and agreeing to the Training activity and the commitment of funds. This will apply whether the training is being funded from the Learning and Skills Team or directly by the service area.

The signed Career Grades Training Agreement should be scanned and sent to [recruitment@cumbriafire.gov.uk](mailto:recruitment@cumbriafire.gov.uk)

Procedure

Agreement to fund the Learning / Training Activities

1. Where there are recruitment and retention difficulties a manager may consider recruiting to a post on a Career grade (see the Career Grade Scheme). The Manager **MUST** ensure that the relevant training is available to enable the successful candidate to receive the necessary training to be able to undertake the duties of the full role. The manager should discuss this in the first instance with the Learning and Development (L&D) Manager to ascertain if training is available and determine the funding arrangements.
2. If the training is not available then a Career Grade cannot be used.
3. Where the relevant manager and the L&D Manager determine that an employee will have their training / qualification course (including Apprenticeships for existing employees) costs paid by the Service (either through the central budget or the Apprenticeship Levy or directly by the Service) they must ensure that the Career Grades Training Agreement is signed by the employee and by the relevant manager / senior manager within their service area.
4. Please note that the Career Grades will relate to specific qualification / training course(s) linked to the Career Grade.

1. The Signed Career Grade Training Agreement should then be returned by the manager to the L&D dept. for signature by L&D Manager, on behalf of the Service.
2. The L&D Team will send the signed Agreement to the Resoucing team, for a copy to be placed on the employee’s personnel file.
3. The Resourcing team will complete the relevant field on the employee’s record indicating that they have entered into a Career Grade Agreement.
4. Provided that the employee successfully completes their training from the point of qualification (notification of the final exam results or successful completion of the course) and all other learning and development activities necessary to progress to the full role and completes 3 years’ service with the Service thereafter, the training costs will not be reclaimed.

Arrangements to reclaim costs if the employee leaves before the expiry of the timescale as described in the Career Grades & Training Agreement.

1. As soon as the manager knows that an employee is leaving, the Manager **must notify Resourcing and Talent immediately,** and then must complete the the leaver form on the relevant HR system.
2. The Manager must also notify the L&D Manager that there is Career Grade Agreement in place and the employee is leaving.
3. The L&D Manager will discuss and agree the repayment of the costs with the relevant Manager.
4. The manager should, where possible, meet with the employee to discuss the repayment of costs, the rationale for the calculation of the amount to be reclaimed and inform them that this will be deducted from their salary payments / final salary. If there are insufficient salary payments for the whole amount an invoice for the outstanding amount will be sent to the employee. The Service should recover monies in a fair and equitable manner which does not leave the employee in a situation where they would not be able to meet their financial commitments or suffer undue financial hardship. (See the Overpayment Recovery Procedure). Alternative repayment arrangements may be agreed if appropriate.
5. The L&D Team will advise the relevant HR Admin service of the amount to reclaim, the method of repayment and the cost centre to be reimbursed.
6. The HR Admin will deduct the amount of the training costs to be reclaimed as notified either from the employee’s salary / final salary and / or will raise an invoice for any outstanding monies.
7. The relevant L&D budget or the service budget will seek to be reimbursed by the amount recovered as appropriate.