

Co-operative Assistance Network Limited

Policy on Payment of Professional Body Fees and Qualifications

Context

Co-operative Assistance Network Limited (CAN) recognises that CAN and its workers both benefit from workers being qualified to deliver particular projects that require a certified level of qualification. Also, CAN's reputation is enhanced by having workers who are members of professional bodies, for example the Association of Accounting Technicians.

In the context of this policy "workers" means employees and associates of CAN.

Policy

1. CAN will pay for training that lead leads to qualifications that workers need in order to undertake their work for CAN.
2. CAN will pay for training and membership fees of professional bodies for workers if the Board considers that the use of that information on the website (including workers' profiles) will enhance CAN's reputation.
3. CAN will also consider paying for training and professional body membership for employees' (but not associates') personal development when it does not directly benefit CAN.

Procedure

All applications for payment will be made by workers through HR.

Under Policy 1, HRTL will authorise payment if it is deemed valid.

Under Policies 2 and 3, HRTL will raise the matter with the Board for a decision.

Responsible Department: HR

Implementation Date: 24 November 2021

Review period: 5 years

Next review due: 24 November 2024

Agreed at Directors Meeting of 16 March 2021

Passed at Members Meeting of 24 November 2021