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## 1. OBJECTIVE




Disseminate and implement the Training Policy for all employees of the Fundación Educativa de Inglaterra, through which the school will be able to optimise and harness the strengths, skills and competencies of its employees, striving for personal, professional and organisational growth and development.

## 2. BUDGET

- The training budget will be established on an annual basis and for each academic term, and it will relate to an equivalent value of up to 5% (five percent) of the annual value of the payroll expenses (salaries) budget. The exact percentage will depend on the budget approved by the General Assembly.
- FEI will allocate up to 10% of the total value approved for the term to meet requests relating to employees' English skills, as established by the policy PLT – 040 – STAFF ENGLISH LANGUAGE POLICY - BILINGUALISM.
- Fundación Educativa de Inglaterra will allocate up to 20% of the total value approved in the budget item relating to Training, for requests to study specialisation, master's and/or doctorate programmes that are aligned with the organisation's needs.
- The rest of the budget will focus on carrying out activities of general interest to the school, and the Management team will establish such activities in accordance with needs.

## 3. TRAINING COMMITTEE

- For external training, a Training Committee will be formed, which will analyse and approve the various requests.
- The Committee will ensure that all employees have the opportunity to make use of the Training Policy.
- The committee will be comprised by the Headmaster - Rector, the Administrative Director, the Head of Human Resources and the Heads of Section.

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#### 4. TRAINING PLAN

- The Training Committee will validate the available budget before proceeding to assess requests.
- All training will have an essential supporting condition i.e. the training will be related to the performance of the collaborator's duties.

Types of training are as follows:

- Internal training
- External training
- Training as part of International Programmes




#### 5. INTERNAL TRAINING PLAN

- Focuses on strengthening job-related and personal skills.
- Will be carried out within the School's facilities.
- Relations with the Compensation Funds, the ARP (Occupational Risk Administrator), and the EPS (Healthcare Promotion Company) will be harnessed, as they are strategic partners and companies specialising in the issues to be addressed.
- After the training is completed, it will be necessary to certify the expenses in accordance with the current procedure.

#### 6. EXTERNAL TRAINING PLAN – INTERNATIONAL PROGRAMS

The Training Committee establishes the following regulations:

- Workshop training focuses on improving a person's performance in their current job (technical knowledge applied to the work performed) and applied to improve the PYP (Primary Years Programme), MYP (Middle Years Programme) and DP (Diploma Programme).
- It is necessary to have completed the trial period with the school.
- Employees who receive external training as part of international programmes (through the AACBI or the International Baccalaureate Organization) must transfer the knowledge or training received to the other teachers at The English School, as a knowledge multiplier, using




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the applicable techniques, while also duly documenting such knowledge transfer in accordance with current methodologies.

- After completing the training, it will be necessary to certify the expenses in accordance with the current procedure.
- For face-to-face and/or online workshops representing a value less than or equal to US\$550, it will be necessary to sign a commitment to remain with the School for one (1) year.
- For all workshops (AACBI, International Programmes, PTC, technology, ISTE) and other programmes that take place outside of Colombia, it will be necessary to sign a commitment to remain with the school for two (2) years. The PTC workshops (PTC stands for Principals' Training Center) will be taken only by leadership staff.

## 7. EXTERNAL TRAINING PLAN

- This benefit is not provided for undergraduate or basic studies.
- It will be necessary to complete the institutional form (FMT - 223 - TRAINING REQUEST), which must include the respective justification and include approval from the line manager and the Academic or Administrative Department, as applicable.
- All requests for support with regard to specialisation, master's and doctorate programmes must be submitted to the training committee for assessment of their relevance to the employee's duties.
- In the case of specialisation, master's and doctorate programmes, an employee may only receive this benefit during his/her working life at the School, so that more members of the community can benefit from the policy.
- If the academic programme is carried out overseas, travel and ticket expenses will be paid by the staff. The Foundation will grant leave to the staff to attend the academic event. Each request will be analysed previously.

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Assistance will be provided for the following study programmes:




	COURSES AND SEMINARS	DIPLOMA	SPECIALISATION	MASTER	DOCTORATE
<b>MINIMUM CONTINUOUS EMPLOYMENT TIME</b>	6 months	1 year	3 years	3 years	6 years
<b>MINIMUM COMMITMENT CLAUSE</b>	1 year	1 year	2 years	3 years	4 years
<b>VALUE OF THE BENEFIT (In Minimum Monthly Wages MMW)</b>	Up to 3	Up to 6	Up to 15	Up to 30	Up to 35
<b>MAXIMUM CONTRIBUTION FROM THE SCHOOL</b>	100%	Up to 60% of the value			

## 8. CERTIFICATES

For all forms of training expressed in the above points, a copy of the certificate or diploma issued by the company, organisation or entity that carried out the training must be delivered to the Human Resources Office the week following the completion thereof. In the event that such documentation is not received, the benefit granted to the employee will be automatically deducted in his/her payroll.

## 9. INTERRUPTION OF STUDIES

- The training process may only be interrupted for a single semester, in cases of illness, pregnancy or a difficult financial situation on the part of the beneficiary of the policy.
- In cases where the beneficiary of the policy desists from their training process, they must reimburse the amount paid by the school in their entirety, within a maximum period of one year.



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## 10. SPECIAL FEATURES

- For overseas courses, the Foundation will fund the costs for registration, tickets and lodging (hotel - breakfast) in a 100%. The costs related to visa (If required) must be assumed by the staff.
- The staff must sign a long-term addendum, after finished the training process. The long-term period will depend on the chosen training process.
- The staff must sign a payroll deduction to reimburse the costs paid by the Foundation, given the collaborator decides to leave the Foundation definitively.
- This support of the Training Policy is not salary nor part of it, according to the articles 128 and 129 of the Labour Code. That norm was subrogated by articles 15 and 16 of the Law 50, 1990, related to the article 17 of the Law 344, 1996.

Senior Management and the Human Resources Department, following the guidelines issued by the Board of Directors, prepared this policy. It shall be in effect as of its publication.

In witness whereof, this document is signed on June 15<sup>th</sup>, 2019.

	
<b>JEFF SHAW</b>	<b>JUAN PABLO RODRÍGUEZ</b>
Headmaster – Rector	Administrative and Financial Director