

Procedure to obtain a staff discount on Morley Courses

1. Scope and Purpose

- 1.1 The College recognises that a valued benefit for those working at Morley is the ability to access its courses for personal enrichment at a discounted rate. We aim to strike a balance with this procedure by providing staff with a generous discount on courses with safeguards to ensure that it does not negatively affect the employee's workload, the financial viability of the course or the accessibility of the course to students.
- 1.2 This document sets out the discount, the eligibility criteria and the procedure for staff and volunteers to obtain a discount on Morley College courses.
- 1.3 This benefit is non contractual and the College reserves the right to amend the terms or withdraw this benefit at any time. The College reserves the right to exclude courses from the staff discount scheme. Misuse of the staff discount scheme will be treated as a disciplinary matter.

2. Discount on Morley courses for personal enrichment

- 2.1 Staff and volunteers who meet the eligibility criteria may access up to 102 hours of study on Morley courses per academic year at a 75% discount on the quoted full fee.

3. Eligibility criteria for discount on courses for personal enrichment

- 3.1 Staff or volunteers must be working a minimum of 25 hours per year to qualify for the scheme. Staff or volunteers must be actively working at the College when the course commences.
- 3.2 Staff and volunteers must undertake the course of study in their own time and attendance on these courses should not have a detrimental effect on their workload. The member of staff or volunteer's manager must be satisfied that this is the case before counter signing the application. The line manager may agree (subject to needs of the service) to allow a member of staff to work flexibly in order to attend a course.
- 3.3 The College will normally expect no more than one member of staff with a discounted place to attend on a particular course at any one time. If more than one member of staff wishes to attend at the discounted rate, the staff discount place will be allocated on a first come first served basis. Further staff discounted places on the course may be offered with the express agreement of the CAM for whom the course in question comes under.

4. Procedure for applying for a staff discount on courses for personal enrichment

- 4.1 Eligible employees or volunteers should complete a college enrolment form and the Staff Discount on Morley Courses form (form SD6) to apply for the discount in good time before the commencement of the course. This form should then be authorised by their line manager to confirm that attendance on the course will not interfere with work duties.

4.2 The forms should then be sent to the HR Advisor for Staff Development for logging and approval to ensure that the employee / volunteer meets the eligibility requirements of the scheme and that their application does not exceed the allowance of 102 hours per academic year.

4.3 The employee or volunteer should then complete a college enrolment form and give it, together with the authorised Staff Discount on Morley Courses form to the Enrolment department for processing.

5. Discount on Morley Courses for CPD

5.1 If a course has a direct relevance to the employee's work and as such is deemed as continuing professional development, the employee can apply for the course to be fully funded by submitting a staff development application (form SD1).

6. Process flowchart

6.1 The process of applying for funding for Morley Courses is summarised below:

