Policy and Procedure:

Free Courses for Staff at the Institute of Tourism Studies

CODE:	P079
OPERATIONAL OWNER:	HUMAN RESOURCE DEPARTMENT
REVIEW DATE:	09/09/2024
POLICY VERSION:	V1

Version History

VERSION	DESCRIPTION	AUTHOR	APPROVAL	EFFECTIVE DATE
V1	INITIAL DOCUMENT	CLAIRE BRIFFA	10/09/2024	11/09/2024

INSTITUTE OF TOURISM STUDIES

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Definitions

Institute	Institute of Tourism Studies (ITS)
Training School	ITS Training School

Abbreviations

ITS	Institute of Tourism Studies
HR	Human Resource Department
WSET	Wine & Spirit Education Trust

A. Objectives

The objective of this policy is to provide staff, both academic and administrative, at the Institute of Tourism Studies with opportunities for continuous professional development. The Institute recognises the value of equipping its staff with up-to-date knowledge and skills to enhance job performance, contribute to the growth of the Institute, and foster lifelong learning.

B. Scope

This policy applies to all full-time and part-time employees of the Institute of Tourism, including academic, administrative, and manual staff including housekeeping and maintenance. The courses covered by this policy include:

- Courses offered by the Institute's Training School.
- Degree programmes and Master's programmes offered by the Institute of Tourism.

C. Eligibility

a. All full-time and part-time employees who have successfully completed their probation period are eligible for free course enrolment.

b. Employees on temporary contracts including service providers who have been with the Institute for less than 6 months, interns, or visiting staff are not eligible for this benefit.

c. Service providers with service of more than 6 months with the Institute are eligibility only for short courses offered by the Training School.

D. Courses Covered

The following courses are available to eligible staff members at no cost:

- Any courses offered by the Training School, including certificates, diplomas, and short courses aimed at knowledge, skills and competencies development.
- Bachelor's and Master's degree programmes offered by the Institute of Tourism Studies

E. Terms and Conditions

1. Application for Courses:

- Staff members must submit a formal application to the HR department to enrol in any course. Applications are to be received by the end of the month, and will be

processed within 15 working days. Following acceptance, staff members may apply for the course.

- Applications are subject to approval based on job relevance, work schedules, and available capacity in the course.
- Priority will be given to staff members whose course selections are directly related to their current roles or career development within the Institute.

2. Availability:

- Enrolment is subject to course capacity; paying students will be given priority.
- Some courses may have limited availability, and staff may be placed on a waiting list.

3. Course Completion:

- Staff members must meet all academic and participation requirements for the course, including attendance, assignments, and exams.
- Failure to complete the course without valid reasons (approved by management) may affect eligibility for future course enrolments.

4. Examinations and Certification Fees:

- While course fees are covered by the Institute, any examination fees, certification costs which are not directly issued by ITS, or external testing fees (e.g., WSET exams) are the responsibility of the staff member.
- Staff members will be informed in advance about any such additional fees, and payment arrangements must be made before the exam.

5. Work Commitments:

- Participation in courses must not interfere with the employee's work responsibilities.
- The Head of Department must approve participation in advance, ensuring that there is no disruption to normal work duties. Flexible arrangements may be considered, including adjusting work hours to accommodate study schedules.

6. Leave for Study:

- Staff members may be granted study leave as per the Institute's study leave policy to prepare for exams, where applicable.
- Paid study leave is only available for courses that directly enhance the staff member's current role within the Institute.

7. Service agreement

- To cover the cost of the Bachelor's and Master's programme, the employee will be bound to remain employed with the Institute for a minimum period of time following the completion of the course:
    - Master's programme 3 years
    - Bachelor's programme 2 years
- Should the employee voluntarily resign or be terminated before this period ends, you will be required to repay the Institute in full or pro-rata cost of the course.

8. Performance and Academic Integrity:

- Staff members are expected to maintain high academic performance and adhere to the Institute's policies on academic integrity.
- Any breaches of academic integrity, such as plagiarism or cheating, will result in immediate withdrawal from the course and may result in disciplinary action.

9. Exclusions:

- This policy does not cover any courses offered by external institutions that are not part of the Institute of Tourism or its Training School.
- Any materials, textbooks, or resources included in the course will be the responsibility of the staff member.

10. Reimbursement of Fees

In the event that a staff member voluntarily withdraws from a course after the start date or fails to complete the course requirements without a valid reason, they may be required to reimburse the Institute for any incurred costs.

F. Conclusion

By providing free access to courses, the Institute of Tourism aims to continue fostering a culture of continuous learning and professional growth, enhancing both individual staff development and overall institutional performance.

G. Document Retention

Category	Retention Period
Request	10 years from retirement or termination date
Agreement	10 years from retirement or termination date

H. Review

This policy is subject to periodic review before the start of each academic year, and may be amended at the discretion of the Institute to align with organisational needs, budgetary considerations, and staff requirements.

I. Document Control

Version	Purpose of Review/ Changes	Date Published	Date of Next Review
V1	Initial Document	01/10/2024	01/10/2025