



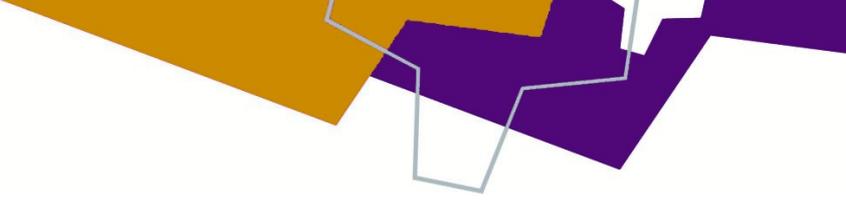
The Scottish Parliament
Pàrlamaid na h-Alba

Study Leave Guidance

Stiùireadh air Fòrladh Rannsachaidh

28 November 2018





The Study Leave guidance applies to all SPS staff and is just one way in which you can be supported in your development.

All supported development, in terms of learning time and/ or Parliament funding, should:

- be agreed between you and your line manager as part of your professional development conversations
- contribute to your professional development
- be aligned to achieving the organisation's strategic objectives
- the amount of time and commitment to complete the qualification should be discussed and agreed up front
- the amount of time for study during working time should be discussed and agreed between you and your line manager, which could include time for attending college/ university, researching, writing assessments or exams
- complete the individual or corporate learning agreement (click on L&D Policies and Processes from the SP Learning home page).

Examples of using study leave

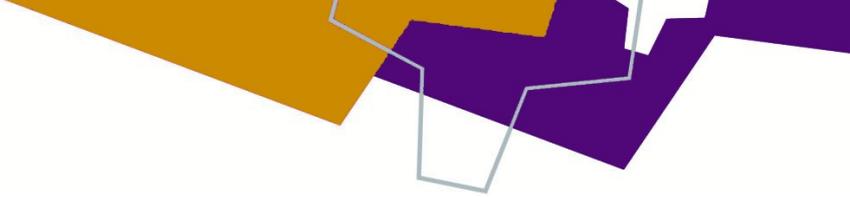
All of the examples vary in nature of study and methods in which the qualification is completed. The guidance therefore reflects this flexibility and managers and staff need to agree what is appropriate for the learning taking place.

The key is that all conversations have taken place before the studying begins and is agreed upfront.

You do not have to submit a study leave application form.

Scenario 1

- As part of her professional development, Sarah is undertaking a professionally accredited post graduate qualification which will take 2 years to complete. She works part time, three days per week. As this is part of her development for her role, Sarah and her line manager agreed that she could fit in some studying for her qualification during work time and it was agreed between them that she could use a half day per week for this. This includes an afternoon to attend tutorials at university. It was also agreed that she could take work time to sit exams and fit in any extra study in her own time. She also completed the individual learning agreement, as the development is being taken up on an individual basis and not run as part of a Scottish Parliament development programme.



Scenario 2

- Robert works full time and is taking part in the Institute of Leadership and Management level 3 qualification which will take 9-12 months to complete. He works 5 days a week but 2 days in Glasgow and 3 days in Edinburgh. He takes part in workshops and group learning forums for approximately a day and a half each month. As part of this, he meets his tutor during work time for two 1.5 hour tutorials, plus additional phone calls or emails to talk through assignment feedback. As this is part of his development, Robert and his line manager agreed that he should do his best to fit in the assignments in his work time where possible. He fits in any extra study in his own time. He also completed the corporate learning agreement, as the qualification is being run as part of a Scottish Parliament development programme.

Scenario 3

- Alison is an apprentice at the Parliament, completing an SVQ level 3 over the year apprenticeship placement. Alison agreed with her line manager that she could complete any study for this in work time. She spends around 3 hours per week on this. She also attends an external Digital Academy for 1 day each week and meets her SVQ tutor once a month. She also completed the corporate learning agreement, as the qualification is being run as part of a Scottish Parliament development programme.

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For further information contact:

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