

8.2 Appendix Two – Study Leave

Employees may be eligible for study leave to assist with studying for a professional qualification. To determine the amount of leave to be granted the GSC will take into consideration the level of the qualification and the amount of study time recommended and published by the professional body.

The following tables detail a guideline as to the study leave that could be offered—

Table A – study leave based on recommended study hours

STUDY HOURS	STUDY LEAVE
1-50 HOURS	1 Day
50-100 HOURS	2 Days
100-150 HOURS	3 Days
150-200 HOURS	4 Days
200-250 HOURS	5 Days
250-300 HOURS	6 Days

Table B – study leave based on the level of the qualification / exam

LEVEL	STUDY LEAVE
LEVEL 1	1 Day
LEVEL 2	3 Days
LEVEL 3	5 Days

Table C – study leave offered for some specific courses that could attract support from the GSC.

QUALIFICATION	NO OF RECOMMENDED STUDY HOURS PER MODULE/SUBJECT	STUDY LEAVE
LEVEL 1 NVQ LEVEL 1-3 ICA SPECIALIST CERTIFICATE PRACTITIONER	Depends on subject 33-72 Hours	Depends on subject 1-2 Days
CERTIFICATE IN DATA PROTECTION	50-60 Hours	2 Days
LEVEL 2 CMI LEVEL 6	140-210	4 Days
LEVEL 3 ICA INTERNATIONAL DIPLOMA	233- 312 Hours	5-6 Days
BTEC LEVEL 7 ADVANCED CERTIFICATE	Depends on subject	Depends on subject
CIPD CERTIFICATE LEVEL	240 Hours	5 Days
CIPD GRADUATE LEVEL	300 Hours	6 Days

In addition to the above the GSC will—

- allow time off to sit an exam in line with the duration of the examination only and;
- grant 50% of any time required to be spent away on study trips, providing that attendance on the study trip is a requirement to obtaining the qualification.

Employees will be expected to explore various ways in which the qualification they are seeking may be obtained and have regard to minimising the number of days absence involved. Senior Inspectors should also take absence into account in their assessment of recommendations for support.