TRAIN'D UP SECONDMENT POLICY

INTRODUCTION

Train'd Up is committed to developing its staff and to ensuring the ongoing quality development of its curriculum and recognises the value of secondments in achieving these objectives.

Secondments are valuable opportunities to support career development and progression by offering the chance to increase skills and knowledge, and experience working in new and different environments without the disruption of moving permanently to another organisation and while retaining continuity of employment. They also allow the business to expand provision by seconding industry competent sector delivery specialists into Train'd Up's delivery teams (e.g. specific engineering and railway operations specialists with current industry competences / licences).

A secondment can be described as the loan of an individual from one organisation, or one part of an organisation, to another, for a specific purpose and period of time. There are two types of secondments which Train'd Up normally offers:

1. **External Secondment out of Train'd Up:** A Train'd Up employee remains under contract to the Train'd Up but carries out a temporary role based in another, external organisation.
2. **External Secondment into Train'd Up:** An employee from an external organisation (such as a partner employer, a training company or FE College) temporarily carries out a role for Train'd Up whilst maintaining their contract with their substantive employer.

Other terms used in this Policy:

- Secondee: The individual who is being seconded.
- Host: The organisation who is receiving the secondee.

A secondment may be full or part-time and may be undertaken by all staff. Whilst every reasonable effort will be made by Train'd Up to support secondments and placements there will be circumstances in which it will not be possible, for example, where the post-holder has specialist knowledge that would be difficult to replace for a limited period of time or where a specialist professional qualification is a requirement of the position.

This Policy outlines Train'd Up's arrangements for external secondments both out of and into Train'd Up.

EXTERNAL SECONDMENTS

External Secondments occur when Train'd Up wishes to work collaboratively with a third-party organisation, and where there are benefits to Train'd Up and the individual being seconded to work with an external organisation and to develop skills and knowledge by so doing.

There are two types of External Secondments:

1. An external secondment out of Train'd Up staff to another organisation.
2. An external secondment into Train'd Up from another organisation such as a training provider, FE College or industry partner employer.

SECONDMENT AGREEMENT

It is essential that all External Secondments are documented correctly and that a Secondment Agreement is signed between Train'd Up and the other organisation prior to the secondment starting. This will ensure that all parties are aware of their legal obligations in relation to the secondment and that the rights of the employee are properly set out and protected.

In the event of a Train'd Up employee being seconded out of the business and the host organisation (to which the employee is being seconded) sends their own form of Secondment

Agreement, this must be forwarded to the Company Directors immediately for consideration.

In some situations, VAT may be chargeable on a secondment fee. Advice should be sought from the Finance Manager as appropriate.

SECONDMENTS OUT OF TRAIN'D UP

Where an employee is offered the opportunity of a secondment out of Train'd Up, he or she should discuss it with their line manager.

If the line manager agrees that the secondment can be supported, the proposal must be notified to the Company Directors, who will its detail discuss with the line manager the practicalities of the arrangement, including how the employee's role will be fulfilled in his or her absence.

When the Secondment Agreement has been finalised, the Finance Manager will issue the employee with a letter setting out the terms of the secondment. Except as stated in that letter, the employee's terms and conditions will remain the same and the employee will remain an employee of Train'd Up, unless his or her employment is terminated.

SECONDMENTS INTO TRAIN'D UP

Secondments into Train'd Up occur in one of the following ways:

1. either Train'd Up is collaborating with another organisation or identifies an individual working for another organisation and considers it would be advantageous to Train'd Up for an individual to be seconded to it.
2. or an individual applies for an advertised post with Train'd Up and on being offered the appointment a secondment arrangement is agreed with their current employer.

Before an individual can be seconded into Train'd Up from another organisation a formal request to second must be made with rationale in order to approve the appointment of the secondee and confirm the source of funding. During the secondment, the secondee continues to receive their salary from their employer but the portion of time he/she spends on secondment to Train'd Up will be paid for on receipt of invoices from the host organisation, and in accordance with the terms of the Secondment Agreement. Train'd Up must not pay the individual directly. The secondee is **not** an employee of Train'd Up.

DIRECTOR POLICY APPROVAL

This Policy is reviewed as a minimum on an annual basis and is approved and endorsed by the Board of Directors and Senior Management Team.

Signed on behalf of Company Directors:

Laura Thompson

Name: Laura Thompson
Position: Finance Director
Date: 13/10/2025

END.