



Procedure request for training / education

Below you can find a description of the procedure to request training or education. This procedure provides a clear overview of the division of tasks between the employee, his/her manager, HR and Finance.

Training / education budget

The costs for training and education are incorporated in the departmental budget and fall therefore under the responsibility of the budget holder. For example, if you work for Sales, the costs for training and education are incorporated in the Sales budget.

An exception to this are the safety training courses: BHV / EHBO, Spuitlicentie, Heftruck, VCA and NEN / VOP. These training courses are incorporated in the HR budget.

Procedure safety training courses

Safety training courses (BHV/EHBO, Spuitlicentie, Heftruck, VCA and NEN/VOP) are organized by HR. Requests for this must therefore be submitted to HR. After approval of the HR Manager, HR will register the employee for the training course.

In addition, HR keeps track of the expiry dates of certificates and licenses and plans the refresher courses.

Procedure other (individual or group) training and education

1. The starting point is the performance appraisal interview, the mid-year review interview or another conversation between employee and manager. An outcome of such conversation can be that an employee has a development question for which a training or education can contribute to the desired development.
2. If the employee and manager agree that a training or education is required, the employee will search for suitable training or education. If required, HR can be asked for advice. The employee submits this training or education to the manager for approval.
3. If the manager is not a budget holder, the manager will discuss with the budget holder whether this training or education fits the budget.
4. If that is the case, the manager informs HR. HR issues a reference code that must be stated on the training invoice so that the costs can be booked on the right budget. The reference code will be issued when there is departmental budget available for the relevant training or education.
5. Then HR checks whether a study contract (with reimbursement scheme) is applicable. This is the case with a training or education of € 1000,- ex. BTW or more. If applicable, HR makes the study agreement.
6. HR informs the employee and manager whether the training or education has been approved. If applicable, the employee can sign up for the training or education after signing the study contract. If a study contract does not apply, the employee can register immediately after the agreement of the manager and HR.
7. When a certificate or diploma is obtained after the training or education, the employee sends a copy of this to HR. The diploma or certificate will be saved in the personnel file.