



# **DBS Staff Attending Internal DBS Courses Policy**

**Version 1.0  
June 2024**

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	<b>Name</b>	<b>Title</b>	<b>Date</b>
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### DOCUMENT CHANGE HISTORY

This is version 1.1 of the DBS Staff Attending Internal DBS Courses Policy. This document is subject to revision, and maintained electronically. Electronic copies are version controlled. Printed or downloaded copies are not subject to this control.

<b>Version</b>	<b>Date</b>	<b>Description of change</b>	<b>Completed by</b>
<b>1.1</b>	10/07/24	<i>Exam repeats</i>	<b>Luciana Farrelly</b>

## **1. OVERVIEW**

This document sets out the internal procedure for Staff Attending Internal Dublin Business School (DBS) Courses. DBS welcomes applications from employees looking to attend an internal educational course. This policy will cover the Entitlements and Conditions associated with an employee attending a DBS Internal course.

### **Scope**

This policy applies to all employees, whether full-time, part-time, fixed-term, temporary or permanent.

## **2. POLICY STATEMENT**

### **Entitlements and Conditions**

- The employee must seek approval from their Line Manager/Head of Department
- Employees must apply through the Admissions department prior to undertaking a course.
- Approval of the employees place will only be given where there are spaces available on the course
- Employees are not entitled to Study Leave for internal Dublin Business School courses.
- Attendance must not interfere with Dublin Business School's commitments
- The Line Manager/Head of Department must ensure that both the employee's signature and theirs is on the form before sending it to HR and Admissions for approval
  
- If an employee leaves employment with the College prior to the completion of the course, they will be liable to pay the fees for the current year and thereafter, if they continue on the course
  
- If an employee leaves employment with the College within one year of completion of their course, they will be liable to pay a prorated amount of the overall course fee as follows;
  - leaves within the first 3 months of the course completion - pays the full fee
  - leaves within the first 4-6 months of the course completion - pays 3/4 of the the fee
  - leaves within the first 7-9 months of the course completion - pays half of the fee
  - leaves within the first 10-12 months of the course completion - pays 1/4 of the fee

### **3. EXAM REPEATS AND ASSOCIATED COST**

In the event that an employee needs to retake an exam associated with any internal DBS course, the following costs will apply:

- The first exam repeat will incur a fee of €100.
- The second exam repeat will incur a fee of €200.
- Any subsequent exam repeats (third and beyond) will incur a fee of €250.

These fees are non-negotiable and are the responsibility of the employee to ensure payment prior to scheduling the repeat exam.

### **4. ADDITIONAL DOCUMENTS**

Not Applicable

### **4. APPENDICES**

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**DBS Staff Attending Internal DBS Courses Registration Form**

<p><b>I hereby acknowledge that should I resign from my position with DBS prior to the completion or within the first 12 months of completion of my course, I will repay to DBS the amount owed as laid out in the Policy for DBS Staff Attending Internal DBS Course.</b></p>	
Employee Signature:	
Date Signed:	
Course Title:	
Course Start Date:	Course End Date:
Manager Signature:	
Date Signed:	
Admissions sign-off signature:	
Date signed:	

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