

Learning & Development Policy

BMG Air Conditioning is committed to developing & growing our workforce. We encourage employees to enhance skills that not only meet the current needs of their employment but also develop capability to meet the future needs of the organisation.

BMG Air Conditioning has an obligation to ensure that all learning activities undertaken are relevant to, and have direct impact on enabling skills required to perform effectively in their role, whilst adopting a cost-effective approach in choosing the most appropriate solution.

BMG Air Conditioning has established this policy to ensure that employees have the capability development required for their roles, and access to career development opportunities as part of their employment. This policy applies to all full-time and part-time employees.

The purpose of this policy is to:

- Define the Learning & Development approach at BMG Air Conditioning, and;
- Outline the support provided by BMG Air Conditioning in assisting employees undertake approved learning activities

Approaches

BMG Air Conditioning promotes learning & development in three key areas:

- Experience – Growing capability via repeated work activities & performing relevant tasks daily
 - Job rotations to participate in relevant roles & activities
 - Taking on new role responsibilities
- Exposure – Learning through interactions with others & gaining insights
 - Obtaining coaching & feedback
 - Undertaking Mentoring & working with others
- Education – learning through formal courses
 - Learning programs & activity workshops
 - External courses & professional development modules

Our investment in Study Assistance is one of the ways we deliver on this commitment to our people. The following guidelines outline the BMG Air Conditioning approach to providing support for further studies.

Study Assistance Guidelines

Study Assistance is available to provide financial support to BMG Air Conditioning employees wishing to undertake further study for qualifications, certifications, or accreditations that will help them in their roles today as well as their future career. In providing this support, BMG Air Conditioning aims to recognise and reward talent and high performance as well as support individual career development.

This Policy provides employees & management clear guidelines on:

- The scope of study assistance available at BMG Air Conditioning
- Eligibility criteria and approval guidelines
- Leave entitlements for study & exams
- The role of employees & management in relation to the Policy

Eligibility criteria

All permanent employees are entitled to the provisions within these Guidelines, if they meet all the following criteria:

- The employee has completed at least twelve (12) months continuous service with BMG Air Conditioning;
- The studies sought to be undertaken by the employee are at a University, TAFE, or similar institution which includes the following types of study:
 - Formal qualifications (e.g.: Cert IV, Diploma, Degree, Graduate Diploma)
 - Industry certifications and accreditations
- Relevant to the business and the employee's development in their current role;
- Approved by the employee's manager and endorsed by the Director(s)

Approval guidelines

Once an employee feels they have met all the eligibility criteria, they may apply for Study Assistance by making a written application and emailing it to their manager

It is important that the Study Assistance application is submitted and approved prior to the commencement of study. Study Assistance will not be approved on applications that have not been approved prior to the commencement of study. Applications must be accompanied by:

- Course details (name, institution, duration, location) including specific subjects/units
- Program costs provided by the institution

Note: For programs that extend over multiple years, the employee will need to reapply for Study Assistance each year, prior to commencing study.

Final decision for approval will be made by the Director and will be communicated via email & accompanied by the employee's Learning Agreement.

Reimbursements & Payments

The choice whether course costs will be paid by the employee or BMG Air Conditioning will be made by the Directors and will be dependent on the type of program enrolled in, the employee's tenure & performance in the company, and the cost of the course.

If costs are to be paid upfront by the employee, then the employee must still be employed by BMG Air Conditioning at the time of seeking reimbursement.

A request for reimbursement should be made via Accounts. The request must be accompanied by:

- The Learning Agreement
- Evidence provided by the institution to show successful completion of the unit of study
- A tax receipt from the institution

In the case where an employee fails an exam or unit/subject, they will be responsible for any additional charges to re-sit the exam or unit/subject.

Compulsory textbooks can be included for all successful applications up to \$150 per semester.

The following reimbursement values apply:

- For formal qualifications - reimbursement of course fees (up to a maximum of \$5,000p.a.) are made to the employee following successful completion of each semester/unit of study.
- For industry certifications and accreditations – reimbursement of up \$1,000 for course/exam fees are made to the employee following successful completion of study.

Exclusions

Due to Fringe Benefit Tax (FBT) implications for BMG Air Conditioning, the following cannot be claimed:

- Student amenities fees
- Administration & Membership fees
- Residential costs
- Excursions
- Travel costs including car parking
- Additional tuition
- Postage & handling fees for online purchases of textbooks

Study & Course Leave

For all programs approved for Study Assistance, employees may apply for study leave. The following study leave guidelines will apply:

- Employees may apply for 1 day of study leave per approved subject/unit.
- Paid study leave is capped at 5 days in total per annum.
- All study leave arrangements are subject to manager approval.

Where the course is held during business hours, the Directors may decide to permit paid leave to carry out the course.

Note: For Industry Certifications & Accreditations it is expected that the employee will self-study to prepare for their exam – exam preparation training/workshops are not directly funded.

Leaving BMG Air Conditioning

If an employee leaves BMG Air Conditioning whilst undertaking a course for which they have been approved for reimbursement, they will not be eligible to claim any expenses for that course. If an employee is terminated by BMG Air Conditioning for unsatisfactory performance or misconduct, they may be required to repay any monies that have been provided in the form of Study Assistance.

Further, BMG Air Conditioning may also seek reimbursement from employees that leave within 12 months of completing a funded learning activity.

Roles and Responsibilities

Employee checklist

- I have read & understood this policy prior to submitting any applications;
- I will submit an application prior to commencement of study;
- I will obtain study approval from my manager;
- I understand that all enrolment fees are paid upfront by me;
- I understand that if I am to leave the business, I will be required to return to BMG Air Conditioning all money reimbursed to me within the last 12 months prior to my last day in the business.
- After successful completion of my course(s) I will claim a reimbursement of fees and compulsory textbooks.
- I will provide the below documentation when processing my claim:
 - A copy of the Learning Agreement
 - A tax invoice from the Institution
 - Academic transcript showing my passing grade(s)

Manager responsibilities

- Uphold this policy by reading & understanding it in full, and ensure that employees do the same;
- Discuss proposed courses with employees: validate the relevance to current or future roles, and assess their impacts on work/life balance;
- Approve/reject the employee's Study Assistance application & discuss the reasons why;
- Providing coaching & development opportunities linked to the employee's study; and
- If a Study Assistance recipient leaves the business, coordinate the retrieval of all funds reimbursed within the last 12 months prior to the employees last day in the business

This policy is available/communicated to all interested parties as well as being made available to the wider community through our publications and documentation.

Authorised by: Brett Goodchild

Position: *Managing Director*

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