
STATUTORY INSTRUMENTS

2010 No. 155

**The Employee Study and Training
(Procedural Requirements) Regulations 2010**

Form of decision notice

- 6.—(1) A notice under regulation 5 must—
- (a) be in writing; and
 - (b) be dated.
- (2) Where the employer's decision is to agree the section 63D application, a notice under regulation 5 must—
- (a) give the following details of the agreed study or training—
 - (i) the subject of the study or training;
 - (ii) where and when it will take place;
 - (iii) who will provide or supervise it; and
 - (iv) what qualification (if any) it will lead to; and
 - (b) make clear—
 - (i) whether any remuneration under the employee's contract of employment will be paid for the time spent undertaking the agreed study or training;
 - (ii) any changes to the employee's working hours in order to accommodate the agreed study or training; and
 - (iii) how any tuition fees or other direct costs of the agreed study or training will be met.
- (3) Where the decision is to refuse the section 63D application, a notice under regulation 5 must—
- (a) state which of the grounds for refusal specified in section 63F(7) of the 1996 Act are considered by the employer to apply;
 - (b) contain a sufficient explanation as to why those grounds apply; and
 - (c) set out the appeal procedure.
- (4) Where the employer's decision is to agree part of a section 63D application and refuse part of a section 63D application, a notice under regulation 5 must—
- (a) make clear which part of the application is agreed to;
 - (b) make clear which part of the application is refused;
 - (c) give, in respect of the part which is agreed to, the information required under paragraph (2); and
 - (d) include, in respect of the part which is refused, the details required under paragraph (3).