



Midlands Highway Alliance learning, training and development policy.

1. Applications

Potential participants applying to attend Midlands Highway Alliance learning, training and development courses now do so via their Learning Management System (LMS). You can [log in here](#) to apply for all learning.

When logged in click on the Requested Learning Tab and click on course request you will then be able to review all the learning, training and development opportunities.

New learners can register for a log in user name and password [here](#) and click on Register button and complete the on screen proforma. If you are unsure as to whether you have a Learner Record please contact mhaskills@leicester.gov.uk with as much detail as possible so we can locate your Learner Record.

Please ensure the contact details on your Learner Record is correct so that authorising / payment will not be delayed. To update your profile please click on the Edit Profile link on the top right hand side of the screen.

2. E-Learning

It is assumed that all learners will have discussed their professional development with their manager, and be prepared to pay any fee that may arise for the learning event.

Once an e-learning course has been applied for learners will receive a confirmation email automatically. However, in some circumstances this may take up to 3 working days to process.

3. Face to Face events

It is assumed that all learners will have discussed their professional development with their manager, and be prepared to pay any fee that may arise for the learning, including a non-attendance fee.

Once a learning opportunity has been requested, potential participants will receive a confirmation or rejection email within 3 working days. Requesting a learning event DOES NOT guarantee a place. Reasons for rejecting your application will be advised and could include:

- Your employer is not a subscription paying member of the MHA
- There are more than five participants already registered on the event from your employer
- You will be required to pay a fee to attend and will receive an alternative communication from the mhaskills team

However, we would recommend that if you have not received an email confirming your place that you contact the mhaskills team at email: mhaskills@leicester.gov.uk

Please ensure the contact details on your Learner Record is correct so that authorising/payment will not be delayed. To update your profile please click on the Edit Profile link on the top right hand side of the screen.

4. **Midlands Highway Alliance Competency Framework (MHAF)**

Midlands Highway Alliance works to ensure learning, training and development opportunities are linked to their competency framework.

The MHAF helps to identify appropriate training, based on experience, level of responsibility, post and opportunity for continuing professional development.

MHA will always consider how to provide subsidised learning opportunities for its subscription paying members. Generally, there is a requirement that at least seven subscription paying members register their interest in sending participants to the proposed event.

MHA events aim to provide core and bespoke learning, training and development opportunities. These are directly commissioned by its workstream leads, alongside members registering an interest in sending their employees, framework contractors, or their supply chain as participants.

5. **Cancellation Policy**

E-Learning

Please note there is a **4 week** completion deadline for any e-learning requested. If an e-learning course is not completed in this time you may be charged **£35** per outstanding e-learning licence. An invoice will be sent to the address held on their Learner Record.

Face to Face

Places on courses are limited; therefore if you are unable to attend a learning event for any reason we require notification at least 5 working days before the event date.

It is important that you login to your learner account on the lms to cancel your place on the learning event.

If you fail to undertake this action, a cancellation charge will apply to all courses of £200.

6. **Certificates**

For all courses, you will be required to complete an evaluation of your learning; this will become available on your Learner Record once attendance has been confirmed. On completion of the evaluation you will be able to print your certificate.

7. **Venues**

face to face training will be delivered at selected venues around the MHA community, to promote more effective inter agency communication and networking. The learning, training and development opportunities will be advised to our members - and then can be booked on the lms in advance to aid this process and to assist you in your planning.

If your organisation can provide a suitable venue for MHA learning events please contact the mhaskills team at mhaskills@leicester.gov.uk

8. **Costs**

Most e-learning and face to face learning events will be subsidised by the MHA to subscription paying members.

There will be a charge for all other agencies and organisations that do not pay a subscription to the MHA.

Face to Face Training - please refer to specific course information for any applicable charges.

e-Learning - **£25+VAT** per licence

once an e-learning course has been authorised it is **non-refundable**.

If you are unsure of your organisation's position in relation to subscription, please contact your MHA Executive Board Representative in your organisation, in the first instance.