

Paid Study Leave Policy

RQF level	Example Qualification	Days
Entry	Entry Level Award	1
1	GCSE (D-G)	1
2	GCSE (A*-C)	1
3	A-level	2
4	Higher National Certificate	3
5	Higher National Diploma	4
6	Bachelor's degree / Part 1	5
7	Master's degree / Part 2 / Part 3	6
8	Doctoral degree	7

RQF = Regulated Qualifications Framework

1. The team member must have worked for Darkin Architects for at least 12 months.
2. The qualification must be relevant to their job with Darkin Architects.
3. The qualification must bring added value to the Business.
4. The days will be allocated on a pro-rata basis for part-time staff.
5. The team member must at least match the number of days being offered by Darkin Architects with their own annual leave.
6. Study days can only be taken if they directly relate to the course being studied e.g. attendance at University or College or preparing for the submission of assignments or preparing for exams.
7. Should a team member leave Darkin Architects within 1 year of finishing or withdrawing from the course, their paid study leave will be deducted from their final salary on a pro-rata basis.

Should Darkin Architects pay for any courses, the same requirements will apply as 1, 2, 3 and 7 above.

Title	Study Leave Policy	Author	Janice Salter	Approved	David Darkin
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