



## Work Related Training (WRT) and Career Development – Additional Caring Costs Fund

The School of Biological Sciences wishes to ensure that staff and PhD students with caring responsibilities are not disadvantaged in their ability to attend conferences, work related training or career development opportunities because of caring responsibilities for children or dependent adults.

All staff and PhD students can apply to the fund for financial assistance with dependent care costs incurred on such occasions. Each case will be considered individually in line with the fund's eligibility criteria.

Please note: Caring costs related to core activities (your day-to-day role) cannot be covered by this fund due to taxation requirements. You may be able to access assistance through your funder if you work in an academic role.

The eligibility criteria is:

- You must be attending work related training, or a career development opportunity.
- The activity must be time specific and only available at that time  
-e.g. the course runs from 9am to 5pm on Thursday and Friday. This is specified by the trainer and the material or opportunity is only available at this time.
- You must be accessing assistance outside of your everyday caring arrangements. This does not need to be professional care. It can be a relative or friend.  
-e.g. you would like a relative to look after your dependents during your two day training. Your relative would like to drive to collect your dependents and care for them in their home, then drive them back when your course is finished. The fund can cover their travel fuel costs.  
-e.g. you work part-time and look after your children on a Thursday and Friday. A work-related training course is booked for a Thursday and Friday. You would like to access two days of professional childcare at a nursery.

Please complete this form and send to [sbs.EandD@ed.ac.uk](mailto:sbs.EandD@ed.ac.uk). **If you would like advice related to filling in the form, please get in touch by emailing [sbs.EandD@ed.ac.uk](mailto:sbs.EandD@ed.ac.uk) to discuss.**

**Name:**

**Job title:**

**Staff/student number:**

**Are you:**

- Principal Investigator
- Research staff
- Technical staff
- Professional services staff
- PhD student

**Name of line manager/PI:**

**\*\* Please note that for staff other than PIs we will contact your line manager to confirm that they approve of the career development activity being undertaken. We will not disclose information within this application other than to confirm the career development activity is authorised \*\***

**Date(s):**

<b>Name and Location of training/conference:</b>
<b>This training/conference is related to my field of work: Yes/No</b>
<b>If no, please describe how this work-related training/career development activity will benefit you (e.g. knowledge of the job, personal progression):</b>
<b>Relationship to person(s) you normally care for:</b>
<b>Details of the additional care arrangements required:</b>
<b>Please itemise expenses (e.g. travel, childminder, babysitter etc.)</b>
<b>Total amount of expense (max £350):</b>

<b>Notes:</b>	
<ul style="list-style-type: none"> <li>• The application must clearly identify the Work-Related Training (WRT), this covers: Any training course or other activity which is designed to impart, instil, improve or reinforce any knowledge, skills, or personal qualities which: <ul style="list-style-type: none"> <li>- are, or are likely to prove useful to the employee in the performance of their duties or</li> <li>- will qualify or better qualify the employee to undertake their employment.</li> </ul> </li> </ul> <p>Activities which cannot be considered as Work-Related Training are deemed to be part of the undertaking of core employment duties and are liable to tax and NI and are therefore not eligible via this scheme.</p> <ul style="list-style-type: none"> <li>• Receipts are required to back up the expenses claimed.</li> <li>• Babysitting: we require a receipt signed by the babysitter and yourself. Please visit <a href="https://www.ed.ac.uk/biology/equality-and-diversity/support-for-families/additional-caring-costs">https://www.ed.ac.uk/biology/equality-and-diversity/support-for-families/additional-caring-costs</a> and click on the link to the template.</li> </ul>	
<b>If your application for support is successful, payment will be made through the staff expenses system for which the production of receipts will be required.</b>	
<b>Signed:</b>	<b>Date:</b>
<b>We welcome feedback and suggestions. If you are unsure if you can access the scheme, please get in touch by emailing <a href="mailto:sbs.EandD@ed.ac.uk">sbs.EandD@ed.ac.uk</a> to discuss.</b>	