



STATOM HOLDINGS Limited (Statom Group Limited, Statom Group North Ltd, Statom Plant Ltd, Statom Remediation Ltd, Demoforce Group Ltd, FL-Facilities Group Ltd, Slipform Technology Ltd, Spark Tech MEP Ltd, Franki Foundations UK Ltd, Martello Piling Ltd) ("Statom", "the Company")

We are committed to high standards of professional conduct, integrity and accountability. As a leading civil engineering and construction organisation, we recognise that the behaviour and standards of our people are fundamental to building a strong, respectful culture and protecting our reputation as a trusted industry leader.

We expect everyone working for or on behalf of the Company to act with professionalism, respect and responsibility at all times, reflecting our values and supporting a positive working environment. Clear standards of behaviour are essential to ensuring safety, quality and effective collaboration across our projects and teams.

1. Purpose

This policy sets out the support available for approved professional qualifications, memberships and apprenticeships. It separates apprenticeship funding rules from discretionary Company-funded professional development so that funding, study time and any repayment obligations are handled lawfully and consistently.

2. Scope

This policy applies to employees and apprentices of participating Group Companies. Support is discretionary unless a contractual or statutory entitlement applies.

3. Definitions

- Professional qualification: an approved qualification, accreditation or professional development route relevant to the employee's role or planned career path, including approved chartership routes.
- Apprenticeship: a government-recognised apprenticeship in England delivered under the apprenticeship funding rules applicable to the apprentice's start date and supported by the required apprenticeship agreement and training plan.
- Company-funded course: a qualification or course funded from Company resources outside government apprenticeship funding.

4. Eligibility and approval

Applications will be considered against business need, role relevance, performance, succession or skills requirements, available budget, equality obligations and the employee's ability to complete the programme. A one-year service guideline may be applied to discretionary professional qualifications, but it will not be used where doing so would conflict with an apprenticeship arrangement, a reasonable adjustment or another legal obligation.

5. Application process

1. Discuss the proposed programme with the line manager and Learning & Development.
2. Complete the relevant application and business case before enrolment or financial commitment.
3. Obtain written approval from the required Director and Learning & Development.
4. For apprenticeships, complete the statutory apprenticeship agreement, training plan and provider documentation before training begins.
5. Do not enrol, place an order or incur a cost until written approval has been confirmed.

6. Funding

The Company will confirm in writing what costs it will fund. Funding may include course or assessment fees, professional registration or other agreed costs. Travel, accommodation, equipment, subscriptions and re-sits are only funded where expressly approved.

7. Apprenticeship funding - no learner repayment of eligible training costs

Apprenticeship training and assessment costs that fall within the government apprenticeship funding rules must not be charged to the apprentice or recovered from them, including where they leave the programme or leave the Company. This restriction also applies to relevant employer co-investment and eligible training costs above the funding band where the funding rules prohibit learner contributions.

Any repayment provision in this policy therefore applies only to separately identified, lawfully recoverable Company-funded professional-development costs that are outside the protected apprenticeship training and assessment costs.

Where Statom uses apprenticeship units or other Growth and Skills Levy products, the specific funding rules for that product must also be followed. The apprentice or learner must not be asked to contribute to eligible funded training or assessment costs where the applicable rules prohibit learner contributions.

8. Off-the-job training and working time

Apprentices will receive the required off-the-job training during paid normal working hours in accordance with the apprenticeship standard and funding rules applicable to their start date. Training hours, progress reviews and required learning activity must be planned with the line manager and provider and recorded accurately. The 2026/27 funding rules apply to new apprenticeship starts from 1 August 2026 to 31 July 2027; HR/L&D must always apply the rules for the individual start date.

9. Study and examination leave

For approved non-apprenticeship professional qualifications, the Company may provide one paid study day per formal examination, up to five study days in a 12-month period, unless a different arrangement is approved in writing. Study leave must be agreed in advance and does not replace required apprenticeship off-the-job training.

10. Progress and attendance

- attend required training, reviews and assessments
- keep the manager and Learning & Development informed of material dates and progress
- provide reasonable evidence of attendance, progress and completion where required
- raise barriers to learning promptly so that support or reasonable adjustments can be considered
- comply with provider and Company conduct requirements

11. Re-sits and failure

The Company will consider the circumstances before deciding whether to fund a re-sit or additional non-apprenticeship training. No repayment will be sought for apprenticeship training or assessment costs where the funding rules prohibit learner contributions. For other Company-funded qualifications, any repayment must be expressly covered by a signed training-cost agreement and be reasonable in the circumstances.

12. Repayment of non-apprenticeship professional-development costs

Where the Company agrees to fund a professional qualification outside the protected apprenticeship funding regime, it may require a separate written repayment agreement before funding is committed. The agreement will identify the recoverable costs and any sliding scale. The Company will not recover costs where doing so would be unlawful, would conflict with the relevant funding rules, or where the Company has waived repayment in writing.

Leaving point	Maximum repayment of agreed recoverable costs
Before completion	Up to 100%, subject to the signed agreement and circumstances
Within 6 months after completion	Up to 100%
6-12 months after completion	Up to 75%
12-18 months after completion	Up to 50%
18-24 months after completion	Up to 25%
After 24 months	0%

No deduction will be made from wages or final salary unless the Company has a lawful right to make it. HR and Payroll must approve any deduction. The Company may waive or reduce repayment, including for redundancy, ill health, disability, business-led termination, provider failure or other circumstances where recovery would be unreasonable.

13. Data protection

Learning records, assessment results and provider reports will be processed only where necessary for programme administration, funding, progress, compliance or legitimate workforce-development purposes and in accordance with the Employee Privacy Notice and Data Protection Policy.

14. Review

Learning & Development and the Group Chief People Officer will review this policy annually and when apprenticeship funding rules or the Growth and Skills Levy arrangements change.

AUTHORISED AND SIGNED

SIGNED



Gavin Hunt
Chief Development Officer

Review: Annually
Date: 01/06/2026
Next Review: 01/06/2027

SIGNED



Martina Oyite
Chief People Officer

Review: Annually
Date: 01/06/2026
Next Review: 01/06/2027

*Review: Annually or earlier where legislation, guidance, Company practice or operational requirements change.
This policy is subject to annual review and approval by the Board.*