



Adjutant General's Corps

01 Apr 25

A25 – AGC CONTINUOUS PROFESSIONAL AND PERSONAL DEVELOPMENT GRANTS

PURPOSE

1. The purpose of this instruction is to detail the funding available and the procedures to be adopted for applying for grants from the AGC Association towards the costs of individual and group CPPD.

GENERAL

2. The Army already provides a wide range of CPD/WLD opportunities and funding throughout a SP's career (Soldier and Officer). The AGC CPPD funding will not duplicate what is already available in service for SP. Applicants will be expected to have exhausted existing Service sources/provision before applying to the AGC Association.

3. As the funding provided is from the AGC Association, i.e. non-public funds, SP receiving CPPD funding are not conferred duty status and days spent on training or study do not count towards Reserve training commitments or bounty arrangements.

4. All data held with regards to the CPPD Strategy, and its beneficiaries, will be subject to GDPR policy.

ELIGIBLE PERSONNEL

5. All serving members of the AGC **who contribute to the AGC Association through the One Day's Pay Scheme** (Service Day's Pay Giving) are eligible to apply for financial assistance to help with their personal contributions towards the cost of CPPD.

6. Veteran members of the AGC Association are not eligible to apply.

ELIGIBLE COSTS

7. A list of what types of CPPD funding can be applied for is at Annex B. It is not exhaustive. If unsure, apply, and the committee will consider it. Note you will be asked to provide evidence from the training provider.

EXCLUSIONS

8. Pure sport, adventurous training (AT), battlefield studies and pure team building activities will be excluded as funding is available through different Association policies and/or service budgets. Consideration outside of these exclusions will only be made where the Professional Development of an individual is required to run/develop the above activities on behalf of the AGC, and training, or funding for this training, is not available through other Service sources.

9. The AGC Association will not support individual CPPD during the SP's resettlement period, as Service Funds are available through IRTC, SLC, ELC, PFFEHE Scheme etc. If the SP's Unit undertake group CPPD during their resettlement period (and assuming the SP is an AGC Association member), then CPPD costs will be supported for that individual, assuming that Unit funding is agreed.

CONDITIONS

10. Individuals may only apply for funding once per financial year for individual training/course/qualification. Where an individual has already received CPPD funding within a financial year, this will not preclude them from receiving funding as part of a group application.

11. Branches Units/Sub Units may only apply for funding once per financial year for a group CPPD activity. Where an individual has already received CPPD funding within a financial year, this will not preclude them from receiving funding as part of a group application. The criteria at Annex A must be followed.

LEVELS OF FUNDING AVAILABLE

12. The level of funding available is as follows:

- a. Level 4 & 5 qualifications up to £500
- b. Qualifications below level 4 up to £250
- c. Funding for group events will be up to a maximum of £3500 per branch per financial year, this may be for one event or a combination of events.

Where available the applicant must use SLC and or ELC funding towards the training and they will be expected to make a personal contribution of at least 20% of the overall cost.

APPLICATION

13. Applications for financial assistance may be submitted at any time but at the latest, three weeks before the CPPD is due to begin, or the event takes place. Applications are to be submitted using the official application form which contains guidance notes on how to complete the document. The form is to be fully completed and sent by email from a MODNet email address, to the email address on the Application Form. A short explanation of the CPPD is to be in the email.

The following will be taken into consideration by the funding committee:

- a. The level to which the course of study benefits the Army (professional development), rather than just the individual (personal development.)
- b. The purpose of the development and longer-term objectives

GROUP CPPD

1. **Visiting Speakers:** Should a Branch/Unit/Sub-Unit wish to host a visiting speaker as a CPPD activity, and the following criteria are satisfied, the AGC Association will support the costs.

- a. The Speaker must present and take questions for no less than 1.5 hrs.
- b. There must be at least 20 SP in the audience, of which it is expected that at least 2/3rds will be AGC Association members.
- c. Where appropriate, AGC Association members from other Units may attend the CPPD event.
- d. Non AGC Association members from outside of the organising Unit are not entitled to attend the event.
- e. Civil Service Staff from within the organising unit may attend the event where it is also appropriate to their CPPD. The CS LM is to make the decision as to the appropriateness of their attendance.
- f. Costs should be kept to a minimum, as for many speakers the ability to promote that they have worked with the British Army is positive advertising for their own business activities.
- g. The provision of refreshments/meals is the hosting Unit's responsibility.
- h. Visiting speakers cannot be accommodated in military accommodation unless they have appropriate security clearance. Any accommodation/hosting of the speaker is entirely the hosting Unit's responsibility.

2. **Group CPPD – Training/Education courses**

- a. Funding for the total cost of the course including, training deliverer and any qualification/certificates etc. can be applied for through the AGC Association to cover all individuals – assuming that they are all AGC Association members.
- b. Where a Branch/Unit/Sub-Unit wishes to employ a trainer to deliver a specific course of training or education to several individuals, which is not available in service, but is viewed as **desirable as CPPD**. Funding will be supported as per individual funding (for AGC Association Members only), however the application for funding should be made as a group for administration purposes. Therefore, individual contributions will be expected from all course attendees.

ELIGIBLE COSTS

1. External courses and qualifications. Can be individual tuition where the course of tuition leads to a recognised qualification or accreditation.
2. Scottish/National Vocational Qualifications.
3. Distance Learning qualifications.
4. External examinations.
5. Registration and accreditation fees paid to professional bodies and institutes expressly to gain qualifications (i.e. Certificates or Diplomas rather than categories of membership).
6. Specialist support for a SP professionally diagnosed with a SpLD.
7. Online courses: Individual or modular course fees where these provide evidence of completion (e.g. certificate), the earning of academic credit, and/or the retention of learning material beyond the end of the course. This refers to a one-off payment or an upgrade necessary to access a particular course or programme of courses. It is not to fund a subscription (e.g. monthly) with no specific learning attached to it.
8. Books and training materials.
9. Language courses.
10. Summer/Residential School Fees.
11. Speakers and group tuition costs.
12. Degree Level Qualifications: Undergraduate (incl. Foundation) and Postgraduate Degree level study will be considered for support; however, support cannot be guaranteed for the full length of a course and must be reapplied for on a yearly basis.
13. Travel & Subsistence: In accordance with Para 3 of the instruction SP are not conferred duty and therefore cannot claim T&S; support to T&S will only be considered in exceptional circumstances.