

## **5.03 Subscriptions to Professional Bodies**

This policy is about the payment by Departments of subscriptions to professional bodies for individual members of staff.

- If your job requires you to be a member of a professional body your Department may pay the fees - Section 1 Payment Criteria
- If you are not required to be a member of a professional body your Department may still agree to pay your fees - Section 1 Payment Criteria

**The following terms within this policy are defined in the glossary:**

No specific terms within glossary

**You may also be interested in the following policies:**

5.01 Assistance to Study –Adult Further Education, 5.02 Assistance to Study – Essential Qualifications.

This policy is version 2.

For a printable version please click the icon. Please make sure that your printed version is current with the one on this portal.

This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

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## **5.03 Subscriptions to Professional Bodies**

### **1 Payment Criteria**

1.1 Departments may pay subscriptions to a professional or similar body on your behalf if they believe it can be fully justified. The following should be taken into account:

- a. The cost of membership would be met only where there is a business need for membership.
- b. Reduced block payment or corporate membership should be arranged where appropriate. Corporate membership should be vested in the Departmental Establishment Officer or his/her nominee.

1.2 Payment of any subscriptions should be limited to the period during which you are employed on the work for which membership is required.

### **2 Medical Indemnity and Professional Insurance**

2.1 These arrangements do not apply to premiums for medical indemnity or professional insurance, the cost of which should be met by you yourself.