Committee Skills and Knowledge Training Template

Effective from 1 April 2023

Activity	Hours Allowed
Conferences, Seminars, or workshops identified by NILGOSC	Actual Hours of learning, excluding breaks
Pension scheme related e-learning	Hours determined by NILGOSC
Research and reading	Maximum allowance of 20 hours
Committee Meetings, including preparation time	Maximum of 2 hours
Sub Committee Meetings, including preparation time	Maximum of 1 hour
Training facilitated by NILGOSC	Actual Hours
Other (any other completed learning activity that has helped you become a more effective Committee Member)	Actual Hours

Note to Committee Members:

For all learning activities, with the exception of Committee Meetings, approval should be sought from the Secretary or Deputy Secretary before registration. Copies of the registration form or invoice should be forwarded to the Corporate Support Officer so that training records are kept up-to-date. Also, if a certificate of completion is awarded following completion of a course, a copy of this should also be sent to the Corporate Support Officer.