

PARTNER DEVELOPMENT PROGRAMME

http://sww.shell.com/hr/internationalmobility/lta/living/lta_pdp.html

The PDP (formerly known as Spouse Vocational Assistance or SVA) offers financial assistance to you, as a recognized spouse/partner to maintain your mobility by helping you with finding a job, starting a new career or maintaining employment-related skills from one country to another.

Who can claim PDP?

Your (employed) partner must be expatriated on an Accompanied Basis. You can claim whether or not you actually join your partner in the Host Country. You are eligible to claim for allowable costs (see below) whether or not you were working prior to expatriation, but you must not be in full time employment.

How much can be claimed?

For international assignments, 80% of eligible and receipted costs will be reimbursed, up to a maximum reimbursement of Euro 6,500 for the first four years of the assignment. For each additional year after the initial four-year period you will be eligible for an additional PDP of Euro 1,625 per year. You can carry forward unused PDP from the first four years to subsequent years of the assignment. On repatriation, the maximum reimbursement will be Euro 6,500 on the basis of 80% eligible and receipted costs is also available, but must be claimed within two years. You do not have to complete a course or achieve a qualification in order to be reimbursed.

What can be claimed?

- Professional Skills. Study for professional level qualifications, short professional courses and conferences. This may also include leisure and hobby courses for professional or personal development.
- Tertiary/higher education. Courses and resulting qualifications must involve significant study and assessment, and not be obtainable on the basis of previous qualifications, experience or payment of a fee.
- Fees for Professional Memberships. Continuation of payment of required fees to a Base Country organization to continue practicing in that profession upon repatriation.
- Language Training. Advanced or 'top-up' courses in addition to the basic 90 hours already provided.
- Job Search. CV Preparation, translation, evaluation and legalization of certificates, Job market 're-entry programs, career re-orientation programs.
- Small Business Advice. Start-up advice, courses on how to establish one's own business, including one time professional tax advice on the implications of running a business or being self employed in the host location.
- Cultural Training. In addition to any provided directly by the Host Company.

What cannot be claimed?

Computer hardware, communication links, books and software unless they are required for a course. Travel costs to the training establishment, courses or seminars. Accommodation costs are not allowable unless integral to the course.

How to make a claim?

Payment will be made to the Shell employee. Employees can claim on behalf of their partner via the SWW

http://sww.shell.com/hr/internationalmobility/lta/what/lta_what.html.

Spouses/Partners and Employees who do not have access to the SWW can apply direct to the appropriate Expatriate Support Desk.

For Alberta contact

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