##### Staff Training and Development

###### Introduction

***Organisation name*** is committed to securing that staff have the skills, knowledge and expertise to be effective and efficient in serving its members and clients. Effective service delivery requires professionalism and adaptation to changes in the work environment. To achieve these ***organisation name*** encourages and supports staff to take up relevant and essential training and development.

###### Aims

The aims of the Staff Training and development policy are to:

* Develop staff capacity to meet the present and future needs of ***organisation name***
* Provide staff coming from different work cultures with the skills to work effectively for ***organisation name***
* Encourage professional development
* Support staff in taking responsibility for self-managing and directing their learning.

###### Identifying Training Needs

Training needs will be determined by:

* Gaps identified in skills required by staff to work effectively and to a high standard
* Changes in the work environment that require the development or improvement of skills
* Organisational or project objectives that affect the way individuals perform their work
* Individual desire to develop in areas of their choice which may not be related to their employment with ***organisation name***.

###### Responsibilities

*Line Managers*

Line managers have the responsibility for developing staff skills and for ensuring that staff have the training they need to carry out their work. They are also responsible for coaching in staff supervision and support. Line managers will identify training and development needs mainly through supervision and support sessions, annual reviews and training needs analysis.

*Staff member*

Staff are expected to take the initiative in planning their learning and development. Supervision sessions and annual reviews are formal settings for discussing learning and professional development.

###### Process

*Budget*

Annual staff training and development budget will be set at the beginning of the financial year. Annual budgets will fluctuate according to ***organisation name*** funding sources.

*Guidelines*

* Individuals are expected to agree Individual Development Plans with their line managers before the start of a new financial year. The plans will consider ways of meeting individual training and development needs.
* Priority will be given to short courses (of between 1 and 4 days) that address skills gaps in carrying out existing roles or to develop skills in adapting to changes in the work environment.

Decision to pay for long term professional development will be based on the following criteria:

* 1. Length of service. Staff must have completed at least one year in post.
  2. Time off work. If a course involves time off work, the line manager will make an assessment on the impact on ***organisation name*** objectives
  3. Relevance. Courses must be relevant to the individual’s career and professional development. Staff will be expected to show how the courses relate to these including any contributions to meeting ***organisation name*** objectives, and that they have researched and considered options.
  4. Cost of the course. Consideration will be given on the proportion of the course the staff member expects **organisation name** to pay and what effect such payment will make on the central pool.

*Decision making*

Applications for long-term professional development support should be submitted to the chief Executive at least three months before the intended commencement of the course. All other applications can be made as and when courses are identified. The Chief Executive will give reasons for negative decisions and staff will have the opportunity to appeal to the ***Finance and Staffing Committee*** of the Board.

The Chair of the Board will make decisions on applications by the Chief Executive.

* + 1. Other forms of support

Other forms of support available are:

* Time off work to attend coaching sessions
* Financial support towards the cost of books and equipment
* Time off for study and examinations connected to a course.

In deciding whether these forms of support can be extended to staff, the same criteria as for deciding on course fees will apply.**Long Term Professional Development Application Form**

1. Name:
2. Post held:
3. Start date:
4. Have you had long term development opportunities at ***organisation name*** before? If so please give the date and details:
5. Course for which you are applying

Course title:

College/institution:

Expected start date:

Expected finish date:

Qualification expected (if any)

Please attach the course brochure, curriculum etc.

1. Assistance you would like from ***organisation name***

(a) Funding for course fees YES/NO £

(b) Funding for books YES/NO £

(c) Time off work YES/NO

Please explain the length and pattern of the work time you would like/need to take off to attend the course

(d) Time of work for study/examinations

Please explain the length and pattern of the work time you would like/need to take off for study/examinations

1. Please describe how this course is relevant to your career and / or professional development
2. Please explain how this course relates to meeting ***organisation name*** strategic objectives
3. What research have you undertaken to help consider options before deciding on this course?

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Signed (applicant): Date:

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Signed (Line manager) Date:

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Line Manager’s decision YES/NO

Please provide an explanation for your decision

***If the applicant is unhappy with the decision made by the Line Manager, please refer to the Staff Training and Development policy within the Staff Handbook for further guidance.***