



TODMORDEN LEARNING CENTRE AND COMMUNITY HUB LTD (TLCCH) POLICIES AND PROCEDURES

TRAINING AND DEVELOPMENT POLICY

BACKGROUND TO THIS POLICY

TLCCH recognises the importance of having skilled staff to achieve strategic and operational plans and is committed to providing an environment that is conducive to effective performance and promotes training and development opportunities for all. TLCCH also recognises the key roles played by its volunteers and where appropriate this policy also looks to support them with training and development.

AIM OF THIS POLICY

To provide a framework for training and development that ensures staff have necessary skills to help deliver TLCCH's strategic and operational plans.

SCOPE

The policy covers all training and development activities for staff working in TLCCH and for volunteers where this is appropriate and they wish to participate.

POLICY STATEMENTS

- There will be equality of opportunity for all TLCCH staff to develop their knowledge, skills and abilities through a blend of learning methods including mentoring, coaching, on the job learning, courses, and other appropriate opportunities.
- The training needs of staff will be identified.
- The Annual Training Plan, outlining planned in house training courses will be communicated to all staff.
- TLCCH will facilitate externally accredited training and development opportunities for staff subject to the availability of funding.
- All training will be regularly evaluated and reviewed to help inform changes and improvements in training provision.
- The line manager will agree with the staff member, how knowledge or skills learned will be shared to inform organisational learning.
- The line manager will support the staff member to transfer the knowledge or skills learned in training to the workplace.

- Staff participating in training will satisfy all attendance, assessment and evaluation requirements within the required timeframes.
- TLCCH will aim to develop internal trainer capacity to facilitate delivery of training programmes in line with organisational needs and to provide development opportunities for staff.
- Staff can apply to TLCCH for funding to undertake further education or courses outside of normal working hours. The % of funding approved may vary from year to year depending on budget available and individual applications.
- Volunteers will be offered training and development where it is appropriate to do so. This will be optional for volunteers.

1 OBJECTIVES

The objectives of TLCCH in accordance with the Strategic Plan are to:

- Ensure that staff have the skills, knowledge and capability to undertake their responsibilities and contribute effectively to TLCCH.
- Develop a sustainable workforce through effective workload and succession planning, recruitment, performance management and recognition and reward to achieve TLCCH's objectives.

2 AIMS

The Staff Training and Development Policy aims to provide:

- Innovative training and development opportunities that are aligned to TLCCH's strategic aims.
- Support to staff to undertake training and development in relation to their current and / or future role in TLCCH.
- Equal access to, and opportunity to participate in, TLCCH's training and development provision.

3 RESPONSIBILITIES

- **The Board of Trustees** are responsible for resourcing the staff development provision in TLCCH and for reviewing TLCCH training and development provisions.
- **The Board of Trustees** in conjunction with their relevant managers have a responsibility to ensure:
 - All new staff are provided with a local induction.
 - All staff are effectively reviewed.
 - Mandatory, compliance and contractual training is undertaken as required.
 - Appropriate provisions are sourced in conjunction with relevant development providers and within resource constraints.

4 Managers who line manage staff

should ensure that:

- During a member of staff's probationary period that they receive sufficient training and guidance to ensure that they can undertake their role and responsibilities effectively.
- All staff have undertaken the relevant mandatory, compliance and contractual training.
- Staff are aware of the relevant criteria and processes for pathways for progression.

- Annual performance and development reviews with their staff are undertaken and training and development needs of individuals to undertake their role and responsibilities effectively are identified.

5 STAFF

ALL NEW STAFF:

- Must complete TLCCH Induction, undertake and complete any actions, including mandatory training and complete the induction checklist.

ALL STAFF ARE RESPONSIBLE FOR:

- Completing their induction and returning the signed checklist.
- Undertaking mandatory, compliance and contractual training as required.
- Engaging in the performance review process in order to effectively identify their training and development needs.

Date of Next Review: 2 years after approval