***Staff Development and Training***

The purpose of staff development, training and support is to continually improve (NAME OF ORGANISATION)’s effectiveness in (INSERT DETAILS ABOU FUNCTIONS) and the role of individual staff in achieving this. It also contributes to personal career development

(NAME OF ORGANISATION)’s overall needs for development of skill, knowledge and expertise will be identified during the production of the Business Plan. Some of these needs will be met through meetings or other processes involving all staff or staff and committee members. An overall development and leaning plan, including resources and evaluation, will be produced as part of business planning. The overall effectiveness of staff development and training will be reviewed as part of the annual review of the business plan.

Individual staff development, training and support needs, and the plans for meeting them are agreed during the induction period, at confirmation in post and at annual appraisal meetings. Plans are reviewed and updated during supervision meetings. Individual members of staff are responsible for implementation of the learning planned and (NAME OF ORGANISATION) is responsible for ensuring that a range of opportunities and resources are available to support this.

A range of development, training and support opportunities will be supported by (NAME OF ORGANISATION). These include short courses, webinar, reading/video/tape/internet/CD Rom, long term courses, work shadowing (internally or externally), using a mentor, coaching, secondment, exchanges, research projects, involvement with peers in action learning sets and involvement in new areas of work.

One option available to staff is to establish mentoring/ non-managerial supervision arrangements. (NAME OF ORGANISATION) is not in a position to pay for mentoring/ non-managerial supervision but staff may attend these sessions during working hours up to a maximum of (INSERT NUMBER) hours per month including travel time for full time staff (pro rata for part time staff). Mentoring/ non-managerial supervision is an opportunity to discuss support needs and provides an opportunity for reflection and learning. It is not an alternative to supervision by line managers. Arrangements for mentoring/ non-managerial supervision should be agreed with the line manager.

Development and training undertaken by staff should be discussed at subsequent supervision meetings to agree how this will be integrated into future work. When applicable learning will be fed back to other staff, individually or as a group, so that learning from staff development and training is shared across the organisation. Learning from training and development opportunities will be reviewed annually during appraisals.

A record of all individual staff development and learning will be kept and maintained on the shared drive/ intranet so that other staff can seek information from staff who have attended training that is relevant to their area of work. Relevant materials or resources obtained as a result of attending training courses can also be placed on the intranet/shared drive.

Each member of staff will be allocated an individual staff training and development allocation (currently £ (INSERT NUMBER) per annum). All full time staff will be allocated the same training allocation (pro rata for part time staff). This can be used to purchase publications, pay for course fees or for other costs as agreed. This expenditure must be supported by receipts and charged to the staff development code.

Staff development and training should usually be undertaken during working hours. The time necessary for training and staff development should be agreed with line managers and should be a minimum of (INSERT NUMBER) working days per year for full time staff (pro rata for part time staff). If training and development is undertaken at evenings or weekends time off in lieu can be taken in accordance with the policy for time off in lieu. If staff are proposing secondment or exchange (on a full or part time basis) this should be discussed with the line manager as soon as possible. Agreement to secondment will be subject to (NAME OF ORGANISATION) being able to make satisfactory arrangements to cover the work of the post during the period of secondment. Agreement to an exchange will be subject to (NAME OF ORGANISATION) interviewing and agreeing the suitability of the person with whom an exchange is proposed.

(NAME OF ORGANISATION) recognises that there may be additional costs linked to staff development and training. Travel and subsistence costs should be claimed in accordance with (NAME OF ORGANISATION) policies. Any additional costs (as a result of attending staff training and development) for care of dependants, communication/interpretation or personal assistance and support can be claimed from (NAME OF ORGANISATION) provided that the sum required is agreed in advance.