

Training and Development Policy

Compass Disability Services

Units 11 – 12 Belvedere Trading Estate
Taunton TA1 1BH

July 2009

Date for Review: June 2012

Policy Statement

In line with our Equal Opportunities Policy, Compass Disability Services is committed to identifying and eliminating all forms of discrimination, providing equal opportunities to all, promoting diversity throughout our organisation and encouraging all persons to treat each other with respect. This policy will apply equally to all staff, trustees and volunteers. Opportunities or access to training will be made available to all regardless of age, gender, disability, race, faith/belief, sexual orientation or employment status.

Introduction

Our aim is to support professional and personal growth of individuals through the acquisition of appropriate skills and competences, recognising potential and equipping everyone to address the challenge of a changing environment and demands of the organisation.

We are committed to delivering learning experiences that are relevant and appropriate for both the individual and that fulfill the business objectives of the organisation, consideration will be given to the learning styles of each individual.

Purpose

We aim through this policy to:

- Uphold the organisations cultural goals
- Encompass the organisations strategic priorities and objectives
- Promote awareness
- Encompass the organisations Equal Opportunities Policy
- Provide opportunities for and encourage the learning of individuals to fulfill their potential in line with their job role and personal aims
- Improve skills and knowledge of the staff, trustees and volunteers

Training and Development

The process of Training and Development will ensure that employees have a high standard of skill and knowledge and can adapt to the development of their role and organisational change, thus achieving a high standard of job performance.

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It is the responsibility of Line Managers to ensure that their employees have the knowledge, skills and abilities required to meet the needs of the organisation to the required standards.

This, however, should not detract from the ultimate responsibility of all employees, trustees and volunteers to take control of their own learning and development, such that they are able to meet the demands of their job role and future career aspirations.

Priority for training and development will be given based on meeting the organisational objectives and improving individuals' ability to fulfill their roles within the organisation.

All development and training activity will be recorded, monitored and evaluated through the training database to ensure that the training budget is used to achieve value for money and a cost effective delivery of organisational objectives and personal needs.

Organisational Induction

All new employees will receive an appropriate Induction to the organisation. The aim of an induction is to provide an introduction to all aspects of the work of the organisation and offers an early opportunity to raise questions about their role within the organisation.

Job Specific Induction

All employees will receive job specific induction training. The aim of the induction training is to provide all employees with the required skills and knowledge to be able to fulfill their duties as per their job description. It is the responsibility of the Line Manager for ensuring that this is planned and implemented.

Job specific induction training needs are determined by the individual and therefore there is no specific timeframe by which this should be completed, however priority should be given to this activity.

On-going Training and Development

All employees will commit to and be supported through a continual process of learning and development.

Further training and development needs are identified:

- As part of strategic and operational planning
- By the induction, supervision and appraisal processes
- By teams and individuals regularly reviewing their performance and analysing the quality and effectiveness of their work
- In line with legislative changes and demands

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Training and development can be delivered in a variety ways:

- On the job training
- Team building days involving all staff
- Formal internal and external courses/workshops
- External conferences
- Guided reading
- E-learning
- Flexible learning (NVQs)

Policy Revision

This policy will be reviewed every three years and amended as necessary, or earlier in accordance with any forthcoming legislation. All employees should pass suggestions or recommendations for the revision of any aspect of this policy through normal channels to the Chief Executive.

Supporting Documents

Equal Opportunities Policy

Induction Policy

Induction Checklist

Appraisal and Supervision Policy

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