

# STAFF TRAINING & DEVELOPMENT POLICY

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<b>Authorised by:</b>	<b>Colette Kelleher, Chief Executive</b>
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## Introduction

Cope Foundation recognises that our most valuable resource are our employees. The future development of the services and support offered by the organisation to the people we support relies upon our workforce being fully trained and competent to carry out their roles and participate in the development and evolution of the Foundation's services and supports.

### 1. Policy Statement

In keeping with one of the six priority objectives of COPE Foundation's Strategic Plan (*Creating the Future, 2012-2015*) to motivate and make the most of our capable workforce, the Foundation is committed to the development and training of each member of staff, equipping them with the necessary skills and knowledge to provide the best possible quality service and supports to the people we support.

### 2. Aims of the Policy

- To support and promote development of all staff members through education and training;
- To standardise procedures for accessing education and training for all staff in Cope Foundation;
- To provide equity for all staff members in accessing education and training resources and opportunities.

### 3. Scope of the Policy

- This policy is intended for all staff members of Cope Foundation;
- This policy sets out the standard format for application for education and training in Cope Foundation.

### 4. Terms and Definitions

- Induction Training: Training given as an initial preparation upon taking up a post;
- Mandatory Training: Certain types of training are mandatory and will include such areas as Health & Safety, Child Safety & Welfare, Safeguarding People we Support from Abuse, and Data Protection.

## **5. Principles**

- All new employees will be given appropriate induction training;
- Cope Foundation will endeavour to ensure that staff receive the necessary training to work in line with policies and statutory procedures relevant to their job description;
- Cope Foundation is committed to the professional development of its staff. It will devote resources for training which provide organisational benefit in line with budget resources and limitations.

## **6. Responsibilities**

- It is the responsibility of Line Managers to ensure effective induction training is provided and that all statutory training requirements are met;
- All staff have a responsibility to participate fully in training opportunities, and to inform their line managers of any personal training needs they may have in relation to any aspects of their employment role;
- Staff who are members of regulated professional bodies will be supported and facilitated to retain, maintain and develop the requirements of those bodies;
- All staff must reflect the education/training received in the provision of a high standard of care and services to the people we support and their families;
- All staff must keep a record of their own education/training;
- All Line Managers must keep a record of the education/training undertaken by all staff;
- Human Resource Division keeps a record of specific education/training undertaken by staff.

## **7. Identifying Training Needs**

- Training Needs are identified through a number of ways, including during initial induction, supervision, reviews, or through the Performance Management System. The line manager decides in conjunction with the staff member the type of training most appropriate to meet the training needs of him/her.

## **8. Requests for External/Internal Training**

- All requests for external training must be in writing, with a clear justification as to how the training will benefit the organisation. Adequate time should be made for requests to be processed. It is recommended that requests are formally made two months prior to a decision being required by the staff member.
- Approval to undertake external training must be provided by the Line Manager, and this will be done if sufficient financial resources are available, and the manager agrees the training is in line with the staff member's role. Staff should be made aware that budgets are reviewed on an annual basis and are subject to change.
- Staff may apply for financial assistance and/or time off to undertake the training. Each case will be considered on its own merits and the primary considerations will always be the needs of the Unit/Centre etcetera, cost and staff cover.
- Should a person not complete a training programme that had been funded by Cope Foundation, they would have to pay the cost back to the organisation. An exception would be if the individual demonstrated that they had taken every effort possible to complete the course, but had been unable to. Note that this only applies to continued development, or personal development. It does not apply to mandatory courses.
- Should staff undertake training which is funded by Cope Foundation and costs over " 1000, they will need to sign an agreement that they will remain in employment of the Foundation for at least two years, or repay the fee or part thereof, should they terminate their employment.

## **9. Attendance at Training**

- Staff are expected to attend all mandatory training;
- In cases where the training is in the staff members own time and funded by them, attendance is entirely at their discretion. However, where Cope Foundation contributes to the training through time and/or funding, attendance is required. If a staff member fails to attend their training, they must follow the same procedures as they would if reporting absence from work;
- The Foundation has the right to seek proof of attendance for all training attended during work hours;
- Attendance at all training received by staff, mandatory as well as continued and professional development will be recorded in their Human Resource file. This file will also include copies of any certificates received.

## **10. Feedback**

- As part of Cope Foundation's continuing commitment to training, staff are asked to provide feedback on the value and effectiveness of the training they undertake. This information will be used to assess and improve the training process.
- Staff may also be asked to share their knowledge gained with others on completion of the course.

## **11. Study Leave**

- Dependent on resources and where possible, the Line Manager will endeavour to offer flexibility of working hours during exam time;
- If the course is an optional course relating to continued development or personal development, it is expected that study time will take place in the employee's own time;
- If the course is mandatory, study leave will be factored into work hours.

## **12. Management Training**

- Training will be made available to all new managers who manage/supervise front-line staff.

## **13. Trainer's Competency**

- Cope Foundation via the Head of Human Resource Division will endeavour to ensure that training is delivered only by people who are competent and qualified to do so.

## **14. Annual Staff Training & Development Programme**

- The Human Resource Division will be responsible for the production of an annual *Staff Training & Development Programme*, which will be based on a review of both the individual staff training needs and that of staff team training needs;
- The programme will outline the resources available to meet those needs;
- The Head of Human Resource Division will consult with Managers in the preparation of the *Staff Training & Development Programme* which will be subsequent to the manager's consultation with their staff teams.