



BROTHERS OF CHARITY SERVICES IRELAND
NATIONAL STAFF TRAINING AND DEVELOPMENT POLICY

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Signed	<i>AT Hassett</i> Augustine T. Hassett		
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Ethos

'We are committed to working with people with an intellectual disability to claim their rightful place as valued citizens. Inclusion is a fundamental principle that underlies all aspects of our work. We believe in the intrinsic value of every person and we aim to further the dignity of all associated with our services.'

'We continue the Brothers of Charity Services' tradition of being open to the best contemporary influences. We want to be inspired by the most creative ideas ...and to ask how we give them concrete expression.'

The Brothers of Charity Services Ethos (2001), Going Forward Together.

1.0 Introduction

The Brothers of Charity Services Ireland endeavour to offer services/supports in local communities. This enables each person who is supported by our services to positively engage in the social and economic life of their local towns and villages and in doing so, develop a range of relationships that enhance their quality of life. Our responses are based on the recognition of each person (who is supported by our service) as an individual, an equal citizen with equal rights and an absolute respect of that status. We, therefore, support each person to live their lives based on their own personal visions and choices, to identify and select their personal goals in life and to develop their personal plan to achieve those goals.

2.0 Policy Statement

- 2.1 The Brothers of Charity Services Ireland, as a learning organisation, values and is committed to the continuous learning and development of staff. This is recognised as essential for the provision of a good quality service, effective performance and the achievement of strategic and operational goals. Training and Development provides a mechanism for building skills and competencies of employees including knowledge, understanding and values through a range of different learning methods. The organisation is committed to equality of opportunity for all staff.

3.0 Purpose

- 3.1 The purpose of this policy is to provide a framework for training and development that ensures that staff have the necessary competencies to deliver the organisations strategic and operational plans and a high quality service.

4.0 Scope

- 4.1 This policy applies to all employees of the Brothers of Charity Services Ireland.

5.0 Legislation/other related policies

- Health Act 2007, (Care and Support of Residents in Designated Centres for Persons (Children and Adults) with Disabilities) Regulations 2013
- National Standards for Residential Services for Children & Adults with Disabilities HIQA 2013
- Health, Safety & Welfare at Work Act 2007
- Children First Act 2015

6.0 Glossary of Terms and Definitions

The Services refers to the Brothers of Charity Services Ireland

Staff includes all persons paid/unpaid who support individuals in our services.

Training Department is used in this document however the department name varies in regions.

7.0 Roles and Responsibilities

- 7.1 All staff, students and volunteers must adhere to this policy.
- 7.2 All Services Managers, Heads of Department and Team Leaders are responsible for ensuring that all staff and relevant others are informed of this policy and adhere to its requirements.
- 7.3 Staff, in conjunction with their Line Manager, are responsible for identifying their own training needs.
- 7.4 Staff are responsible for keeping a personal record of courses booked and to attend all courses as requested by their manager. Staff are responsible for submitting evidence of all courses, including online courses, webinars and relevant self-directed learning to the training department.
- 7.5 Staff must contact their manager and the Training Department as early as possible if they are cancelling their attendance on a course.
- 7.6 Each Line Manager in conjunction with their staff team is responsible for identifying the overall prioritised needs of their service area according to the local training & development procedure.
- 7.7 The Training Department is responsible for identifying the training needs of the overall services and for supporting line management and staff teams in meeting these needs. A Training Plan is developed based on an analysis of these training needs on an annual basis, reviewed and updated every six months or as needed.
- 7.8 It is the responsibility of all internal trainers to ensure that they consult with the Training and Development Officer in the organisation before all planned training. It is also their responsibility to ensure that all training records ie attendance, evaluation sheets and any other relevant documentation are returned to the

Training Department. Where external trainers are involved, it is the responsibility of those who have organised the training to ensure that all training records are collated and returned.

- 7.9 It is the responsibility of all Line Managers to ensure that their staff register and subsequently attend training events and meet all necessary refresher requirements.
- 7.10 It is the responsibility of all Line Managers to discuss and follow up with staff in relation to non-attendance and failure to comply with refresher requirements within the necessary timeframes.
- 7.11 It is the responsibility of the Training Department to maintain all training records.

8.0 Procedure/Protocol/Guideline

8.1 Category of Training

Training may be categorised as:

- (a) Mandatory
- (b) Service Designated
- (c) Highly Recommended and/or Site Specific and
- (d) Personal and Professional Development.

The list for each training category is not an exhaustive list and BOCSI regional services may vary in prioritising training depending on the needs within the region detailed in the local training & development procedure.

- 8.1.1 *Mandatory Training* is defined as training which a staff member is required to undertake as a condition of their employment with the service. The term mandatory refers to training required by legislation. Staff will be required to participate in such courses prior to, or as soon as possible, after taking up employment with our services.

The following table indicates the mandatory training and best practice refresher timeframes for all staff.

Training Course Title	Training Category	Best Practice Refresher Timeframe: At Least Every
Safeguarding Vulnerable Persons Awareness Programme.	Mandatory (Staff working in Adult Services)	3 Years
Children's First Awareness Training	Mandatory (All staff working in Children & Adult Services)	3 Years
Fire Safety Training	Mandatory All Staff	2 Years

Manual Handling	Mandatory All Staff	3 Years
Manual Handling & People Handling	Mandatory Site Specific	3 Years

8.1.2 *Compulsory* is defined as *Service Designated* training which a staff member is required to undertake as a condition of their employment with the service. It includes training guided by the needs of the individual being supported, organisational policy and service developments. Staff will be required to participate in such courses prior to or as soon as possible after taking up employment with our services.

The following table includes a list of *Service Designated* training however this list is not exhaustive.

Training Course Title	Training Category	Best Practice Refresher Timeframe: At Least Every
Central & Local Induction	Service Designated	As and When Required
Code of Practice	Service Designated	As and When Required
Personal Outcome Measures/Person Centred Planning	Service Designated	As and When Required
Infection Prevention & Control-COVID 19: Hand Hygiene Breaking the Chain of Infection Protective Personal Equipment	Service Designated	As and when required
**Managing Actual and Potential Aggression (MAPA) MAPA Advanced Physical Skills	Service Designated	2 Years 2 Years
**Studio 3	Service Designated	Type 1 (1Day) – no refresher Type 2 (2 Day) – 1 Day Refresher every 3 years Type 3 (3 Day) – 1 Day Refresher every 18 months.

** Each region delivers either MAPA or Studio 3 training**

8.1.3 *Highly Recommended and/or Site Specific* is training which the organisation generally delivers and may be deemed /service designated within regions as determined by service developments, priorities and detailed in the local training and development procedure. Staff will be required to participate in such courses as soon as possible after taking up employment with our services.

The following table includes a list of Highly Recommended and/or Site-Specific training however this list is not exhaustive.

Training Course Title	Training Category	Best Practice Refresher Timeframe: At Least Every
Medication Management	Highly Recommended and/or Site Specific	3 Years
Epilepsy Awareness & Rescue Medication	Highly Recommended and/or Site Specific	3 Years
Food Safety	Highly Recommended and/or Site Specific	As and When Required
Record Keeping & Report Writing	Highly Recommended and/or Site Specific	As and When Required
Peg Feeding	Highly Recommended and/or Site Specific	As and When Required
Basic First Aid	Highly Recommended and /or site specific	As and When Required

It is the responsibility of each Line Manager to discuss with the staff member which of the Highly Recommended and/or Site Specific training listed above is necessary for their particular role and ensure staff attend as soon as possible after taking up employment with the Services.

8.1.4 *Personal & Professional Development* refers to conferences and/or post graduate and post qualification courses that are considered relevant to the staff member's area of work and the services training needs.

8.2 Induction

Induction is a process by which staff are welcomed to the organisation or their new work area. Central Induction introduces staff to the ethos and values of the organisation and familiarises them with appropriate service procedures and policies. It also ensures that staff are given the necessary information to enable them to perform their duties and that they are supported in delivering high quality services that meet individual's needs. Each new staff member will complete Central Induction prior to commencement of employment or as soon as possible after commencement as per local procedure

Local Induction, organised by the Team Leader/Manager/Head of Department is completed with new staff as soon as possible and may take place post/pre Central Induction

8.3 Identification Staff Training Needs & Training Plan

Annually each region will undertake a training needs analysis which will be collated and analysed by the Training Department in order to develop an overall Training Plan for the Service. Some identified training needs may not be met within a one-year time frame and therefore a longer time span may be considered necessary. The Training Plan is based on a combination of needs identified by different elements of the Services and an overall organisational view on training needs based on various policy initiatives and developments.

8.4 Attendance at External Courses/Conferences/Seminars

Staff and management are encouraged to explore and become aware of external training programmes which may be suitable for staff in their service area. The Training Department must be informed of external courses, seminars and conferences which are deemed beneficial to staff in order to examine feasibility.

The Training Department will decide and prioritise attendance on courses and conferences in consultation with the Director of Services/Service Leader. This will depend on a number of factors including, cost of course, number of people applying for the course, relevance and benefit of the course for the employee, individuals receiving service or service area.

8.5 Staff Training Database

A database of staff training activities will be maintained and regularly updated by the Training Department within each region. The database will contain a record of internal and external training courses attended by staff. This will allow each employee and their Team Leader/Manager/ Head of Department to be aware of their current training level. The Training Department will provide or facilitate access to training records and reports as per local procedure.

8.6 Evaluation of Courses

All training will be evaluated to inform training & development through the completion of evaluation forms. The Training Department will provide feedback as appropriate to the course presenter. Staff who attend external courses or conferences are encouraged to send a copy of the evaluation to the Training Department.

8.7 Expenses & Time in Lieu.

Any requirements for travel and subsistence should be discussed at application stage with the Line Manager/Head of Department and any arrangements agreed must be in accordance with the regions Training & Development Procedure and or Travel and Subsistence Policy/Procedure.

The time in Lieu given for attendance at courses will vary depending on the nature of the course and the overall circumstances for the staff involved and must be in accordance with the regions Policy/Procedures.

8.8 Post Qualification/Post Graduate Courses

The Service may provide some funding for staff to attend post graduate and post qualification courses that are considered relevant to their area of work and the Services training needs.

Staff must make an application to the Training Department for funding and or study/exam leave as per the regions Training & Development Procedure.

8.9 Cover for Courses

It is the responsibility of the Line Manager/Head of Department to arrange cover for staff attending training courses. The cost of this cover will come from their service area budget and the Team Leader/Manager/Head of Department must take this into account when they are planning their annual budget.

9.0 Revision

This policy will be reviewed every three years or if necessary amended in the light of experience of its operation and changing legislation and/or guidance from appropriate bodies.