

## Staff Training & Development Policy.

**KARE Policy Document.**

**Policy Owner:** HR Manager.

Rev. No.	Approved by the OMT	Approved by KARE Board	Launched at Heads of Units	Operational Period
Rev. 1	N/A	N/A	2002	2002 – Jan 2011
Rev. 2	Jan 2011	Jan 2011	Feb 2011	Feb 2011 – Feb 2015
Rev. 3	Feb 2015	March 2015	Feb 2015	Mar. 2015 – Mar. 2018
Rev.3.1	March 2018	April 2018	May 2018	April 2018 – Nov 2021
Rev 4	September 2021	N/A	December 2021	Dec 2021 -
Rev 4.1	Policy Mgt Committee August 2022	N/A	September 2022	Sept 2022

## **Section 1: Policy**

### **1.1 Background to this Policy**

KARE recognises the importance of having a skilled workforce in order to achieve strategic and operational plans and is committed to providing an environment that is conducive to effective performance and promotes education and training opportunities for all staff.

### **1.2 Aim of this Policy**

The aim of this policy is to provide a framework for education and training that ensures staff have necessary competencies to deliver on KARE's strategic and operational plans and to meet statutory requirements.

### **1.3 Scope of this Policy**

This policy relates to the Training of all KARE staff including CE, LTI and volunteers.

### **1.4 Policy Statements**

1.4.1 There will be equality of opportunity for all KARE staff to develop their knowledge, skills and abilities through a blend of learning methods including, on the job learning/coaching, attending training courses, conferences and seminars and course mentoring.

1.4.2 KARE will provide role specific location required training, mandatory training, recommended training and continuous professional development training to all staff within the organisation. This will be provided using a range of different approaches including, but not limited to, classroom teaching and learning, remote teaching and learning, online self-directed learning and on the job learning.

1.4.3 The training needs of staff will be identified through Performance Management and Operational Planning in line with best practice and legislative guidelines.

- 1.4.4 The Annual Training Plan, outlining planned in house training courses will be approved by the Operational Management Team (OMT) and communicated to all staff.
- 1.4.5 KARE will ensure all staff have access to LEAP, the organisation's online learning platform, which provides a range of training courses, training and education resources and access to remote learning
- 1.4.6 KARE will facilitate externally accredited training and development opportunities for staff subject to the availability of funding.
- 1.4.7 KARE will be an approved Quality & Qualifications Ireland (QQI) Centre in order to provide nationally recognised progression opportunities.
- 1.4.8 KARE will agree Quality Assurance Policies & Procedures with QQI and ensure that these are implemented effectively in the development, delivery, assessment and evaluation of all programmes leading to QQI awards
- 1.4.9 All training, i.e. courses, workshops, seminars, and conferences should be co-ordinated through the Training Department to ensure all training is captured and recorded appropriately.
- 1.4.10 Training courses will be evaluated to inform changes and improvements in training provision.
- 1.4.11 The line manager will agree with staff member, how the knowledge/skills learned will be shared to inform team/organisational learning.
- 1.4.12 The line manager will facilitate the staff member to transfer the knowledge/skills learned to the workplace.
- 1.4.13 Staff participating in training courses/seminars will satisfy all attendance, assessment and evaluation requirements within the required timeframes.

- 1.4.14 KARE will develop internal trainer capacity to facilitate delivery of training programmes in line with organisational needs and to provide training opportunities for staff.
- 1.4.15 Staff can apply to KARE for part-funding to undertake further education outside of normal working hours through the Education Assistance Programme. The funding for this programme will be subject to budget availability. Where funding is available the % approved for each person applying will be based on individual applications.
- 1.4.16 Where staff are undertaking further education outside of normal working hours they can apply for study/exam leave.
- 1.4.17 Staff will consult with their line manager in planning any pieces of work, course assignments or dissertations to ensure that the outcomes from these support continuous improvement for KARE. Findings from research carried out by staff as part of KARE funded programmes should be made available to the organisation.
- 1.4.18 Once Educational Assistance funding has been received and a staff member then;
- a) Discontinues employment with KARE while completing the course
  - b) Discontinues their studies in that particular course
  - c) Fails to pass required exams or assessments
  - d) Cannot produce an official statement of results for exams completed and passed
  - e) Leaves employment within 3 months after completion of the course
- s/he will be asked to repay the total costs of the funding for the year in question to KARE.

The following is the breakdown of the repayment of education assistance funding should a staff member leave employment within 12 months of completion of the course:

- 100% of the training costs if the employee resigns within 3 months
- 75% repayment after 3 – 6 months;
- 50% after 6 – 9 months;
- 25% after 9 – 12 months;
- After 12 months, no repayment would be due.

1.4.19 Applications for study or exam leave will be considered from all staff undertaking courses, not just those being funded by KARE. It will be based on the relevance of the course to their role in KARE and must have prior written approval of the Line Manager.

Study and exam leave must be taken within the academic year (not the calendar year) of the course. No leave will be backdated.

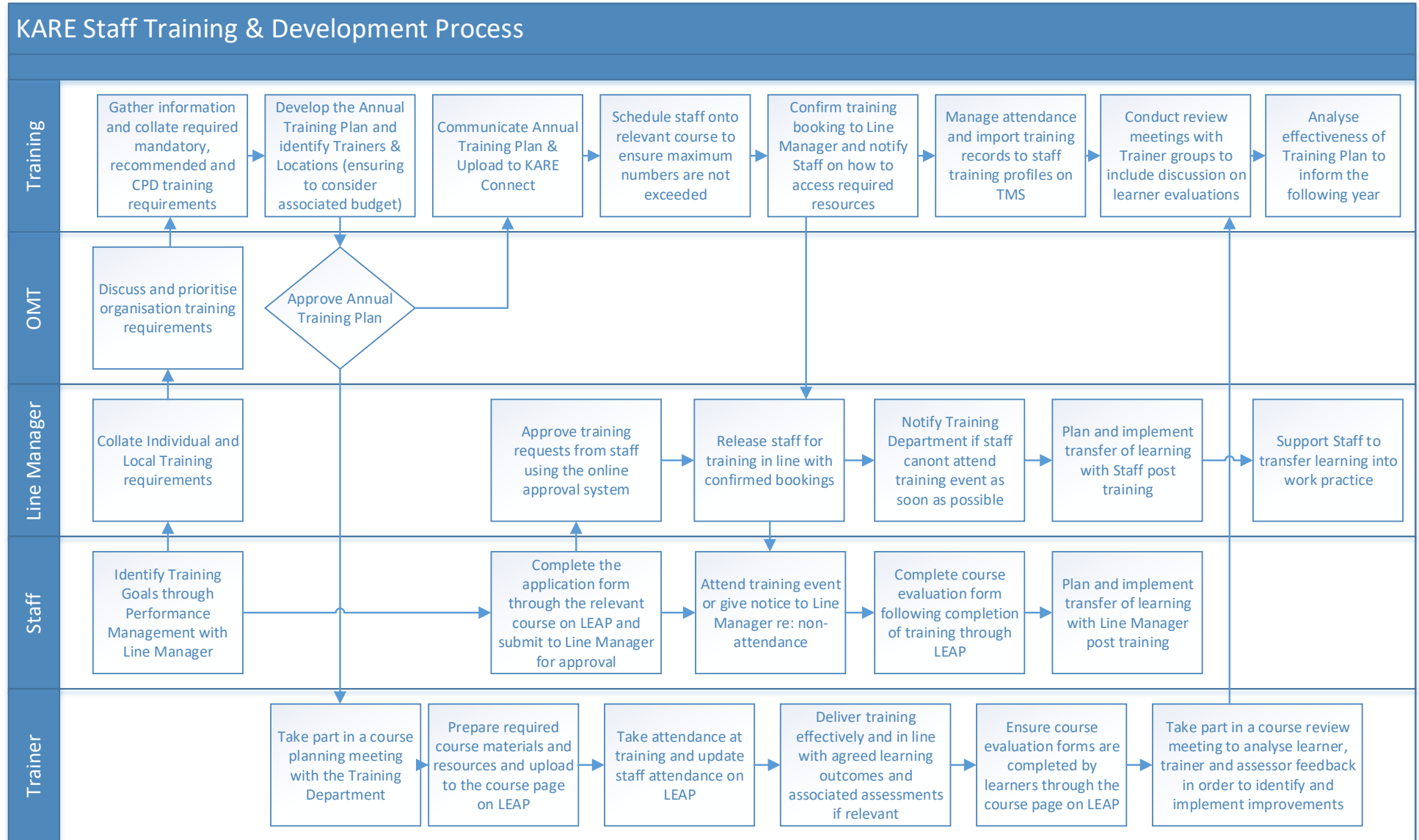
1.4.20 Paid Study Leave Entitlements for Staff:

Course Level	Study Leave Entitlement
Level 5	1 day per academic year
Level 6	1 day per academic year
Level 7	3 day per academic year
Level 8	5 day per academic year
Level 9	5 day per academic year
Level 10	5 day per academic year

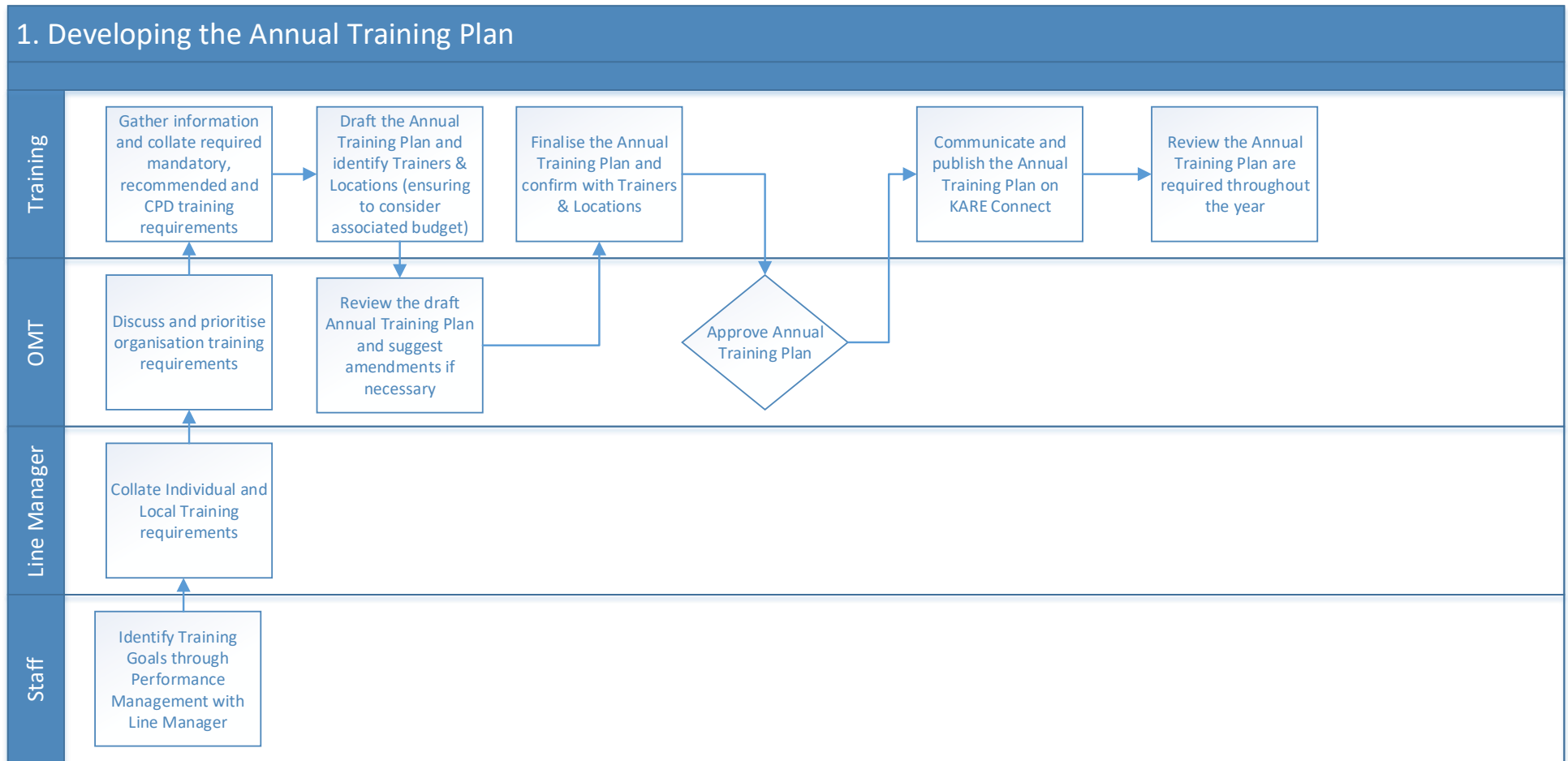
1.4.21 Exam Leave Entitlements for Staff:

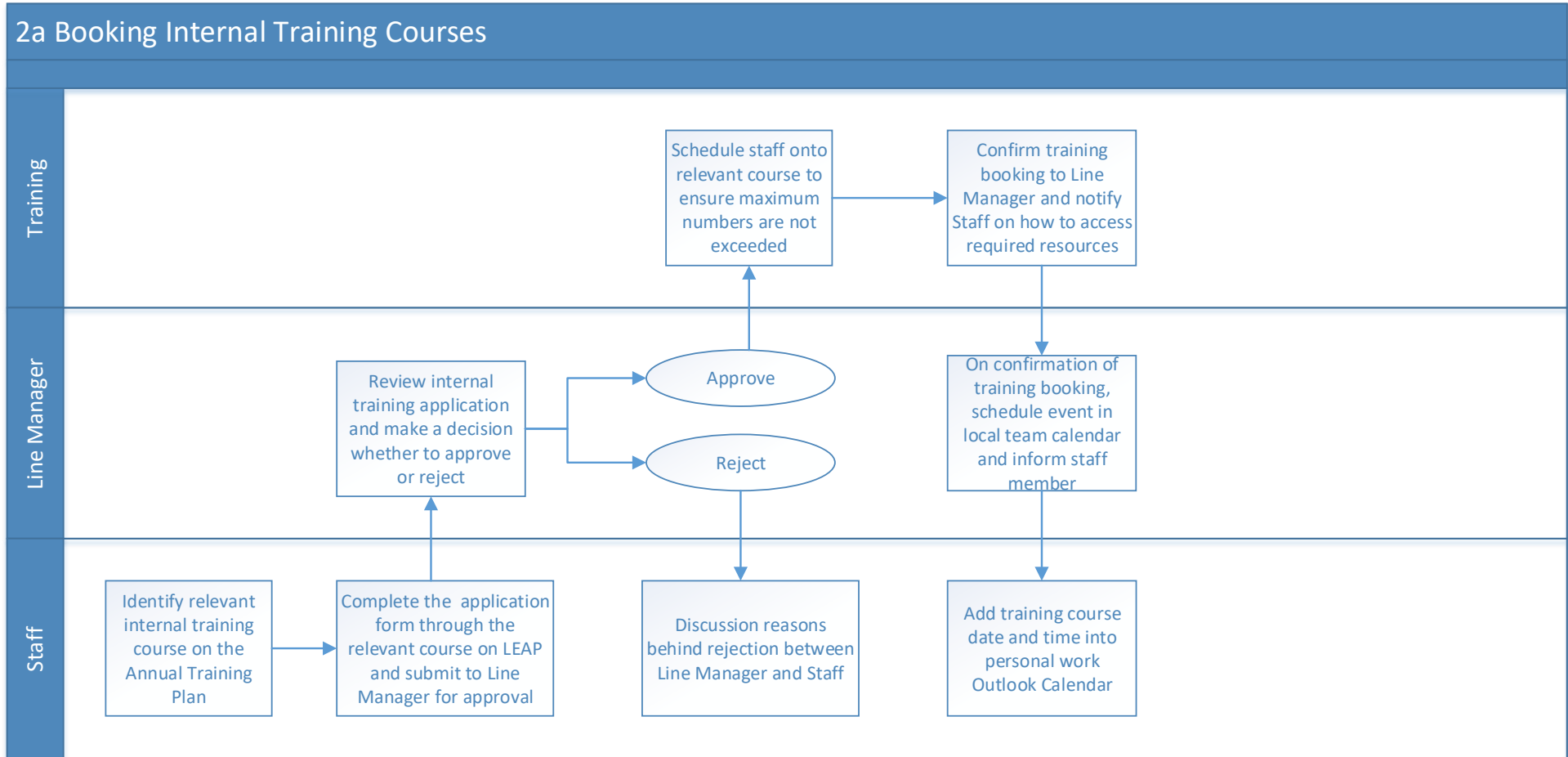
Exam leave application forms must be submitted to line managers with official exam schedule at least 3 months prior to leave being required. Leave entitlements will cover the duration of the exam.

**Section 2: Process**



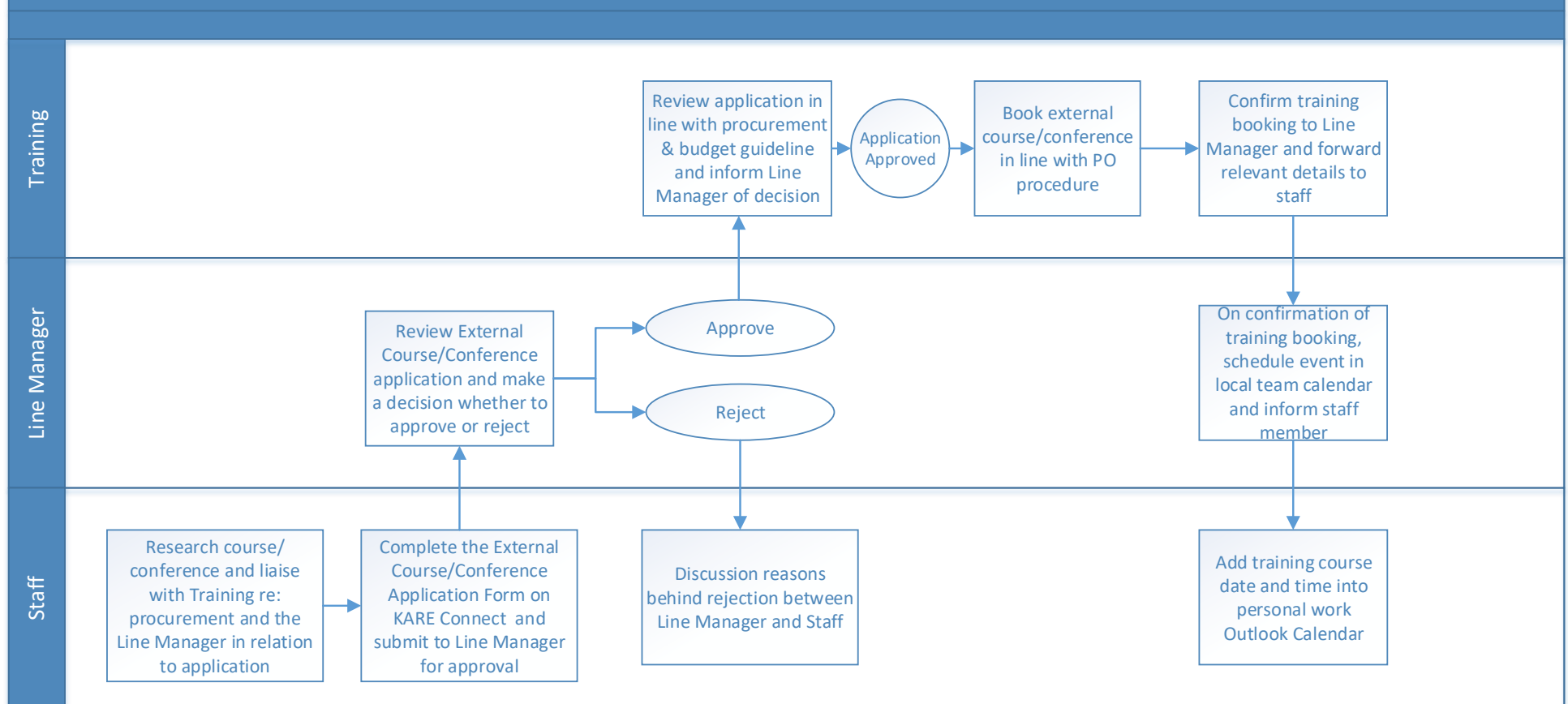
### Section 3: Procedures



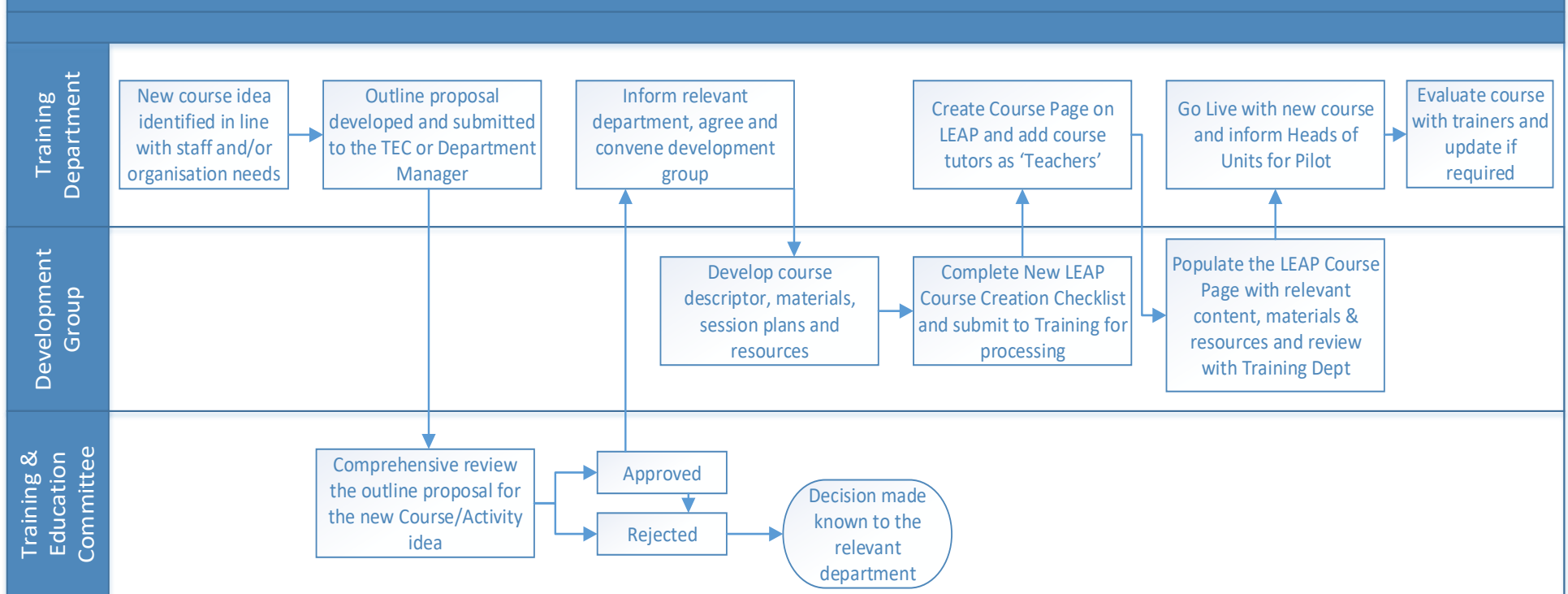


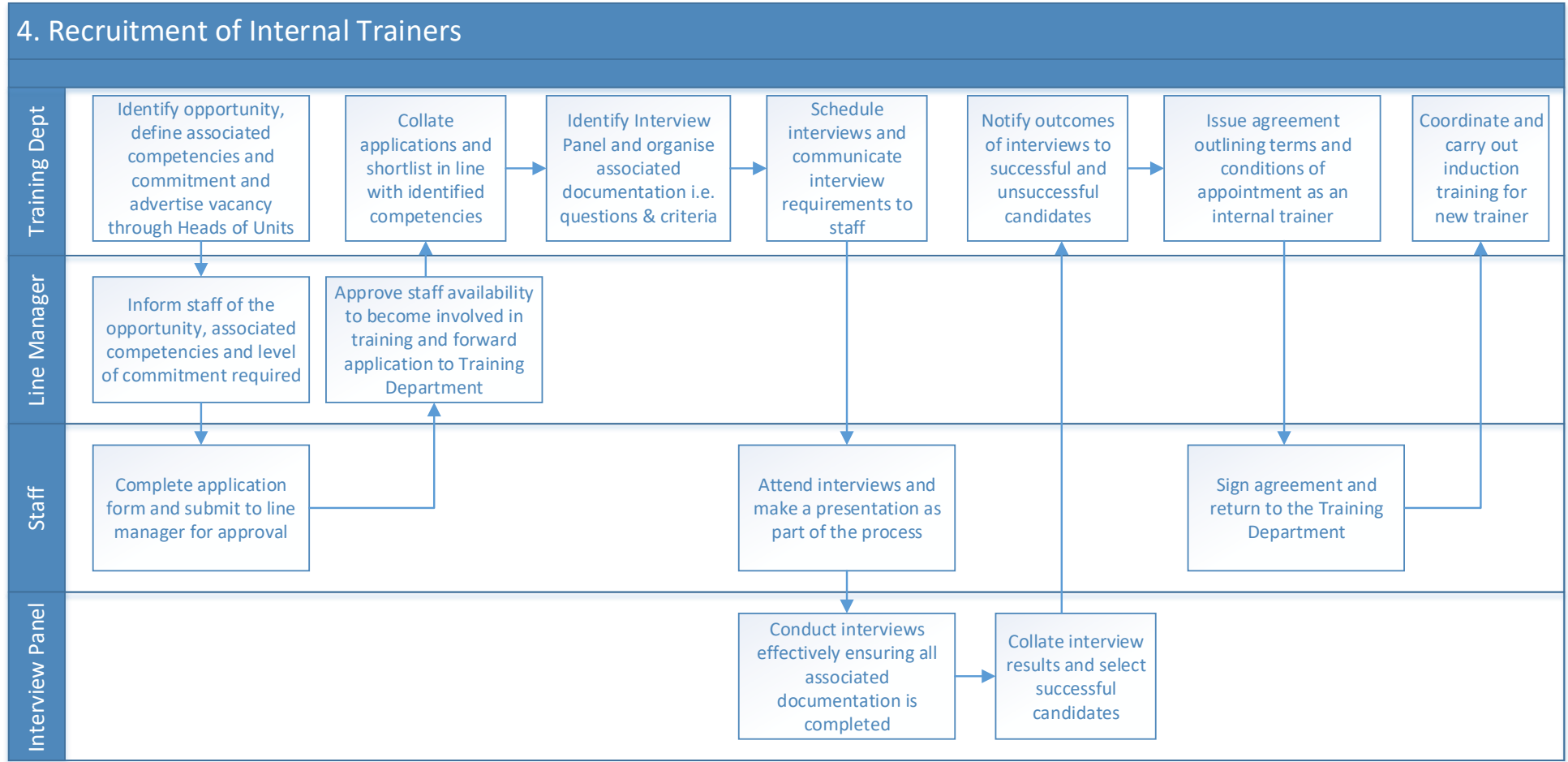


## 2b Booking External Training Courses/Conferences

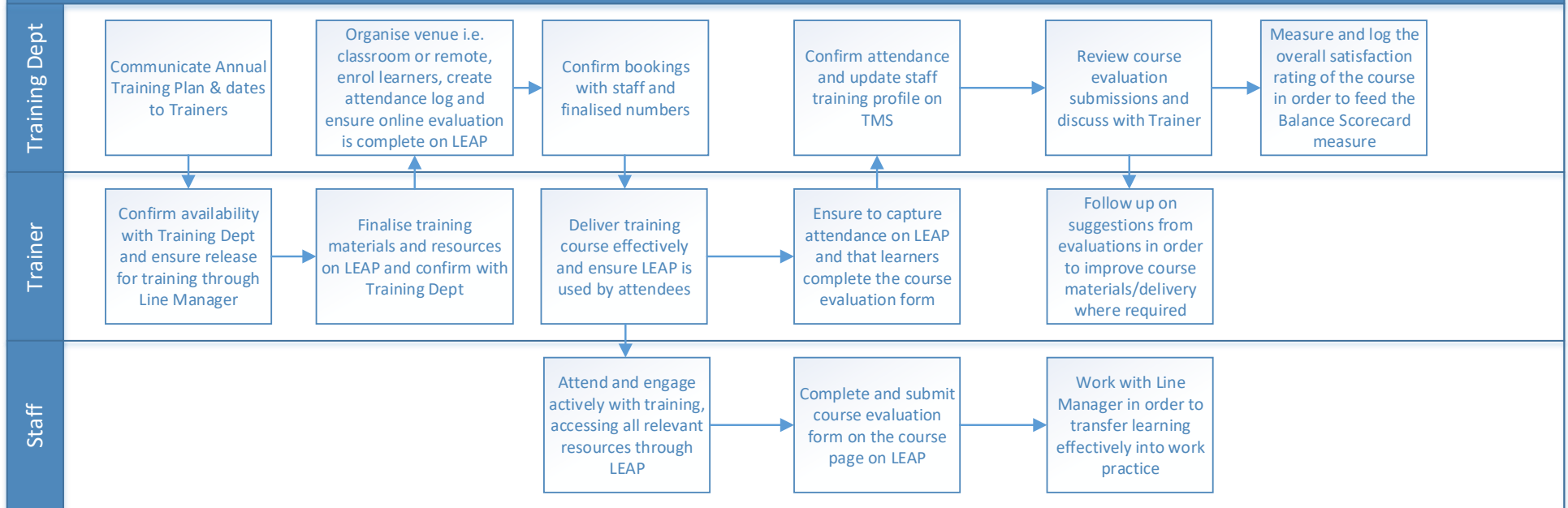


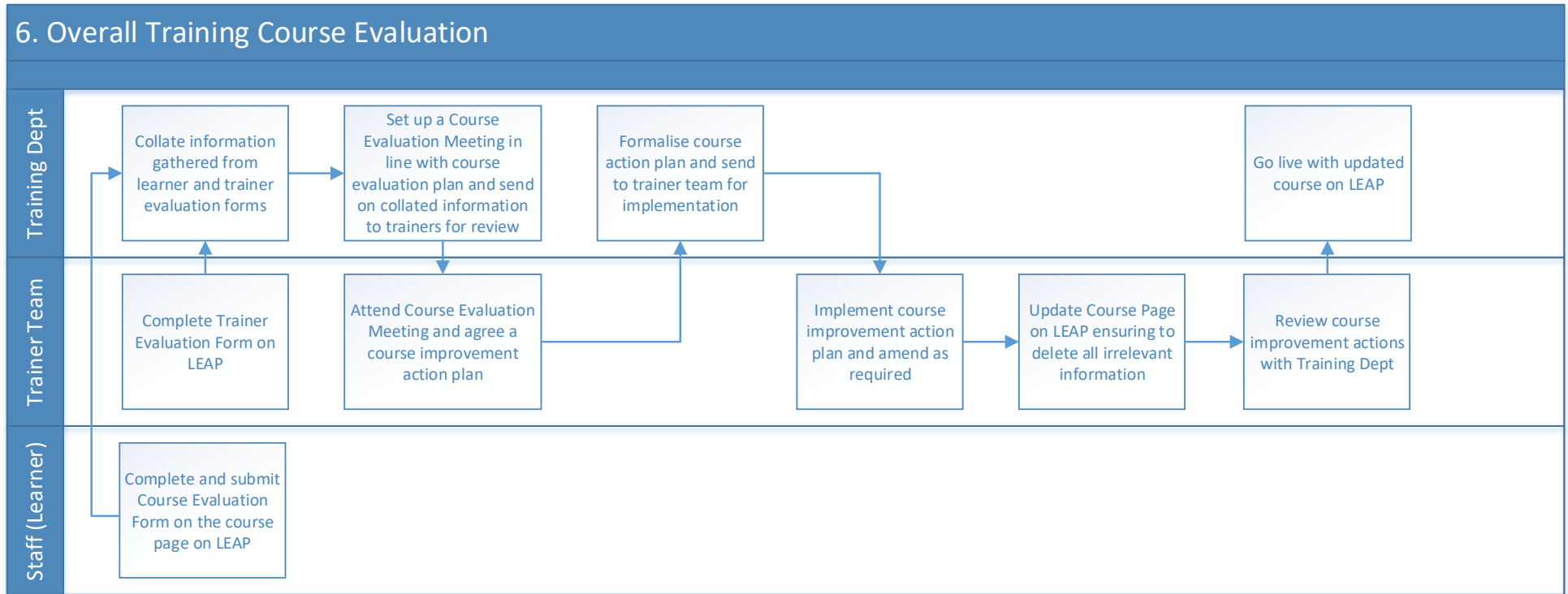
### 3. Developing a New Staff Training Course

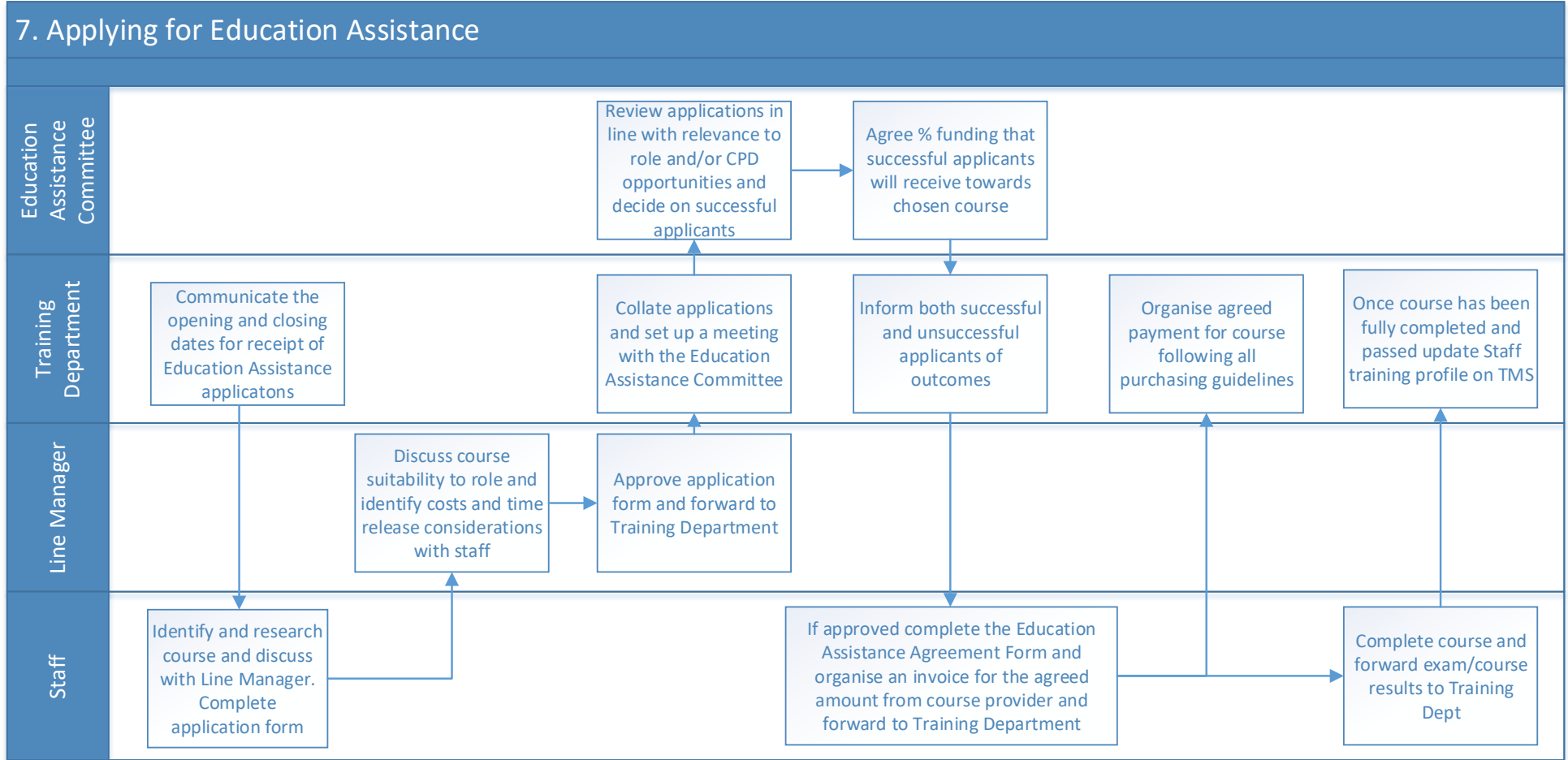




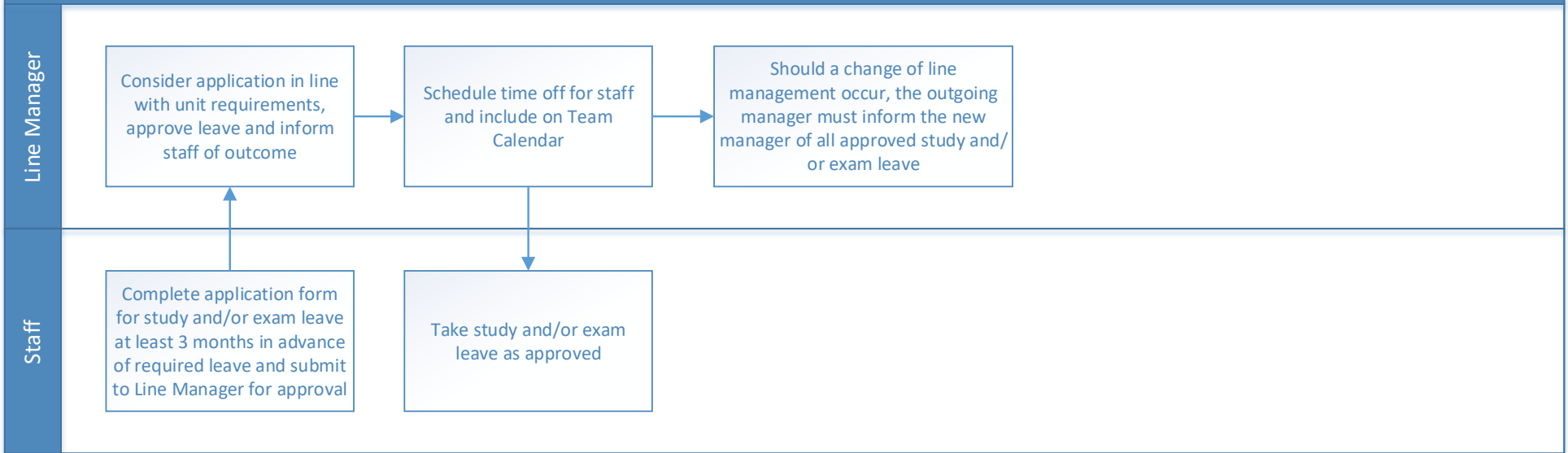
## 5. Delivery & Evaluation of a Training Course/Session







## 8. Applying for Study and Exam Leave



## Appendix 1 Training Definitions

### Mandatory Training

Completion of Mandatory Training assists staff in acquiring the skills, knowledge and attitudes to make them competent in the safety and health aspects of their work and is therefore a key component in ensuring the delivery of quality services. For new training to be categorised as mandatory a checklist should be completed by the proposer. This checklist will be reviewed by KARE Senior Management and if the training meets the mandatory requirements it will be placed on the mandatory training list and notified to staff by the Training Department.

For a course to be considered mandatory training for all or some staff the following criteria must be met:

- The training is explicitly required by legislation
- The training is deemed mandatory by the HSE
- The training is identified through a process of risk assessment and/or needs assessment deemed by KARE necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of staff, service users and others

<b>Mandatory Training Required by All Staff in KARE</b>	
<b>Course Name</b>	<b>Refresher Timeline</b>
Manual Handling/People Moving & Handling	3 Years
Fire Safety Awareness	2 Years
Policy Management	3 Years
Safeguarding Adults at Risk of Abuse	3 Years
An Introduction to Children First	3 Years
Communicating Effectively through Open Disclosure	3 Years
Infection Prevention & Control	2 Years
AMRIC Hand Hygiene	2 Years

<b>Additional Mandatory Training Required for Specific Job Titles in KARE</b>		
<b>Course Name</b>	<b>Refresher Timeline</b>	<b>Required By</b>
MAPA	2 Years	Frontline Staff
Safe Administration of Medication Management (SAMM)	2 Years	Frontline Staff
Open Disclosure Applying Principles into Practice	3 Years	Heads of Units
Child Protection and Welfare	3 Years	Frontline Staff Supporting Children
Display Screen Equipment	3 Years	Staff using PCs/Laptops for a significant part of their work day
AMRIC Personal Protective Equipment	2 Years	Frontline Staff
Effective Cleaning in a Social Care Setting	2 Years	Frontline Staff

The Training Department will provide monthly updates on status of compliance with mandatory training requirements to leaders. It is essential that staff complete and refresh their required mandatory training in a timely manner and leaders will ensure that staff are provided with time to complete all required mandatory training.



## Specific Location Required Training

This is training that is required to work effectively in a specific location within the organisation and is determined by the needs of the service users within that location. Where the needs of the location identify specific location required training(s) requirements this will be identified on the location risk register.

KARE will ensure to provide all required training to staff and this will be detailed on the Annual Training Plan. Leaders/Staff should ensure to enrol for the required training through LEAP and the Training Department will allocate places. Priority will be given to those working in locations where a specific training is required.

<b>Current Specific Location Required Training Provided in KARE</b>	
<b>Course Name</b>	<b>Refresher Timeline if Relevant</b>
Epilepsy Awareness	3 Years
Diabetes Awareness	3 Years
Peg Feed Training	3 Years
Epi Pen Training	N/A
Dysphagia Awareness	N/A
Autism Awareness	N/A
Dementia Awareness	N/A
Positive Behaviour Support	N/A
Talking Mats	N/A
Total Communication	N/A
Bus Strapping & Clamping	N/A

## Recommended Training

Training is important because it represents a good opportunity for employees to grow their knowledge base and improve their job skills to become more effective in the workplace. KARE provide a range of training that is recommended for staff to complete. It is provided for staff in order that they can develop key skills and knowledge required to complete their work effectively, improve performance and ensure that a consistent approach is taken.

<b>Current Specific Location Required Training Provided in KARE</b>	
<b>Course Name</b>	<b>Refresher Timeline</b>
Assistive Technology	N/A
Driver Awareness	N/A
AMRIC Respiratory & Cough Etiquette	N/A
An Introduction to the Assisted Decision Making (Capacity) Act	N/A
Empowering & Supporting SUs to Manage their Finances & Property	N/A
Audit Training	N/A
Nutrition Training	N/A
Driver Awareness	N/A

### **Continuous Professional Development (CPD)**

CPD is the term used to describe the learning activities professionals engage in to develop and enhance their abilities. CPD combines different methodologies to learning, such as training workshops, conferences and events, e-learning programmes, best practice techniques and ideas sharing, all focused for an individual to improve and have effective professional development. KARE provide a range of opportunities to staff to ensure that they meet both their personal CPD requirements and those of their professional bodies.

### **QQI Education & Training**

QQI (Quality and Qualifications Ireland) is an independent State agency responsible for promoting quality and accountability in education and training services in Ireland. KARE have validated a number of Major Awards at Level 5 for staff, which provide successful learners with QQI accreditation. The aim of these programmes is to provide staff with opportunities to further develop their competencies in a range of different areas including Intellectual Disability Practice, Early Childhood Care and Education and Community Healthcare Practice. Staff can complete a component award i.e. a single module or can complete 8 components, which will lead to a major award.

Please note all forms will be made available in an online version through LEAP

Appendix 2

Application for External Course/Conference

<b>SECTION A-TO BE COMPLETED BY APPLICANT</b>				
<b>Personal Details</b>				
<b>Surname</b>		<b>First name</b>		
<b>Staff Number</b>		<b>Work location</b>		
<b>Email Address</b>		<b>Contact Number</b>		
<b>Job Title</b>		<b>Line Manager</b>		
<b>Course details</b>				
<b>Course Title</b>				
<b>Accredited by/Awarding Body (if applicable)</b>				
<b>Venue</b>		<b>Organising Body</b>		
<b>Course Duration</b>		<b>Start date</b>		<b>End date</b>
<b>Course Cost</b>		<b>Have you Researched this course (Please tick relevant)</b>	<b>No</b>	<b>Yes</b> <i>(information attached)</i>
<b>Course relevance-please complete the following section in detail</b>				
How will this course support you in your work?				
How will KARE benefit from you attending this training course/conference?				
<b>SECTION B-TO BE COMPLETED BY LINE MANAGER</b>				
<b>Name</b>		<b>Contact number</b>		
How will this course/conference benefit the Staff Member and KARE?				
How will the staff member share the knowledge and/or learning achieved with other staff members (if applicable)?				

<b>Applicant Signature</b>			<b>Date</b>	
<b>Line Manager</b>		<b>Approved?</b>	Yes	No
<b>Area Manager</b>		<b>Approved?</b>	Yes	No
<b>SECTION C OFFICE USE ONLY</b>				
<b>Funding Approved by KARE</b>		<b>%</b>		<b>€</b>
<b>Notes:</b>				
<b>Please state the reason for the application not being approved:</b>				
<b>Signed (HR Manager)</b>		<b>Date</b>		
<b>Signed (Training Officer)</b>		<b>Date</b>		
<b>Final Status of Application</b>				
<b>Approved</b>	<b>Not approved</b>	<b>Withdrawn</b>		

**Appendix 3**                      **Application for Education Assistance**

<b>SECTION A-TO BE COMPLETED BY APPLICANT</b>					
<b>Personal Details</b>					
<b>Surname</b>		<b>First name</b>			
<b>Staff Number</b>		<b>Work location</b>			
<b>Email Address</b>		<b>Contact Number</b>			
<b>Job Title</b>		<b>Line Manager</b>			
<b>Course details</b>					
<b>Course Title</b>					
<b>Desired Qualification</b>		<b>Accredited by/Awarding body</b>			
<b>Venue</b>		<b>Organising Body</b>			
<b>Course Duration</b>		<b>Start Date</b>		<b>End Date</b>	
<b>Course Cost</b>		<b>Closing date for application</b>			
<b>Study method</b>	<b>Part time</b>		<b>Distance learning</b>		<b>Evening class</b>
<b>Have you researched this course?</b>	<b>No</b>		<b>Yes-information attached</b>		

<b>Course relevance-please complete the following section in detail</b>					
How will this course support you in your work?					
How will KARE benefit from you gaining this qualification?					
Why did you choose this method of study?					
What are your expectations following the completion of this course?					
<b>SECTION B-TO BE COMPLETED BY LINE MANAGER</b>					
Name			Contact number		
How will this course/conference benefit the Staff Member and KARE?					
How will the staff member share the knowledge and/or learning achieved with other staff members (if applicable)?					
<b>Agreement:</b> <i>By signing this form I confirm that I understand and agree to the conditions outlined in the Staff Training and Development Policy regarding funding for this course</i>					
<b>Applicant Signature</b>				Date	
<b>Line Manager</b>		Approved?	Yes	No	Date
<b>Area Manager</b>		Approved?	Yes	No	Date

<b>SECTION C OFFICE USE ONLY</b>			
<b>Funding Approved by KARE</b>	<b>%</b>	<b>€</b>	
<b>Notes:</b>			
<b>Please state the reason for the application not being approved:</b>			
<b>Signed (HR Manager)</b>		<b>Date</b>	
<b>Signed (Training Officer)</b>		<b>Date</b>	
<b>Final Status of Application</b>			
<b>Approved</b>	<b>Not approved</b>	<b>Withdrawn</b>	

## Appendix 3 EDUCATION ASSISTANCE AGREEMENT FORM

<b>SECTION A: STAFF, COURSE AND FUNDING DETAILS</b>			
<b>Staff Details</b>			
<b>Surname</b>		<b>First name</b>	
<b>Staff Number</b>		<b>Work location</b>	
<b>Email Address</b>		<b>Contact Number</b>	
<b>Job Title</b>		<b>Line Manager</b>	
<b>Course &amp; Funding Details</b>			
<b>Course Title</b>			
<b>Course Stage</b>			
<b>Funding Approved</b>			
<b>Funding Requirements</b>			
<p>1. You are required to submit an invoice from the course provider for the exact amount of approved funding to the Training Department</p> <p>2. Please note the following conditions associated with your funding, which you must agree to in order to release your funding:</p> <ul style="list-style-type: none"> <li>• You will be asked to repay the total costs of funding for the academic year in question if you: <ul style="list-style-type: none"> <li>○ Discontinue employment with KARE while completing the course</li> <li>○ Discontinue your studies in this particular course</li> <li>○ Fail to pass required exams or assessments</li> <li>○ Cannot produce an official statement of results for exams completed and passed</li> <li>○ Leave employment within 3 months after completion of the course</li> </ul> </li> <li>• The following is the breakdown of the repayment of education assistance funding should you leave employment within 12 months of completion of the course: <ul style="list-style-type: none"> <li>○ 100% of the training costs if the employee resigns within 3 months</li> <li>○ 75% repayment after 3 – 6 months</li> <li>○ 50% after 6 – 9 months</li> <li>○ 25% after 9 – 12 months</li> <li>○ After 12 months, no repayment would be due</li> </ul> </li> </ul>			
<b>SECTION B: FORMAL AGREEMENT</b>			
<b>Agreement:</b>			
<i>By signing this form I confirm that I understand and agree to the conditions outlined in this form regarding funding for this course</i>			
<b>Applicant Signature</b>		<b>Date</b>	
<b>Training Officer</b>		<b>Date</b>	

**Appendix 4                    APPLICATION FOR STUDY/EXAM LEAVE**

<b>Personal Details</b>		
Name	Contact Number	
Unit	Job title	
Line Manager Name and Contact details		
<b>Leave requested</b>		
Type of leave requested:		
Number of days	For study	For exams
Dates of exams		
Title of course		
Relevance of course to role in organisation		
<b>Line Manager Authorisation</b>		
I can confirm that the necessary staff cover has been created to allow this applicant to take time for study/ exam leave.		
Line Manager signature	Date	
Student signature	Date	
<b>Decision</b>		
Leave Approved	Leave not approved	