BROTHERS OF CHARITY SERVICES IRELAND

NATIONAL STAFF TRAINING AND DEVELOPMENT POLICY

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Approved by	Brothers of Charity Services Ireland		
Signed	*Michael Hennessy, Chief Executive*		
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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 organisation's strategic and operational plans and a high quality service.

4.0 Scope

4.1 This policy, together with the relevant Regional Training and Development Procedures, applies to all staff of the Brothers of Charity Services Ireland

5.0 Legislation/other related policies

- o Health Act 2007, (Care and Support of Residents in Designated Centres for Persons (Children and Adults) with Disabilities) Regulations 2013
- o National Standards for Residential Services for Children & Adults with Disabilities HIQA 2013
- o Health, Safety & Welfare at Work Act 2007
- o Children First Act 2015
- o Statutory and Mandatory Training Policy, HSE Employees, 2023
- o GDPR - In order to fulfil its obligations as a Service Provider the Brothers of Charity Services Ireland is required to create and process records which hold both personal and sensitive data. These records are kept 'in confidence' and processed in strict accordance with the privacy and data protection rights of the individual. The BOCSI shares records only for the purpose of compliance with service delivery, health, and regulatory requirements. Data will be disclosed where required or authorised by law and in line with the General Data Protection Regulations.

6.0 Glossary of Terms and Definitions

The Services refers to the Brothers of Charity Services Ireland

Staff includes all persons paid/unpaid (e.g. volunteers, students) who support individuals in our services.

Employees are paid staff.

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

Mandatory Training and Statutory Training is training which is explicitly required by law, on the instruction of a statutory body on the basis of specific legislation or required as a condition of employment with BOCSI. Please refer to regional procedures for a complete list of these trainings.

Site Specific Training is training which is required and /or recommended to meet specific needs of people supported. Please refer to regional procedures for a list of these trainings.

HSEland is the health service online learning portal.

Learning Needs Analysis is the process of identifying learning and development requirements and the most effective way of meeting those requirements.

7.0   Roles and Responsibilities

7.1   Responsibilities of National Leadership Team

7.1.1 Communicate with the National Quality & Training Committee regarding all statutory and mandatory training requirements.

7.2   Responsibilities of National Quality & Training Committee

7.2.1 Communicate with, and advise the National Leadership Team regarding all training requirements.

7.2.2 Create and implement Local Procedures for Training in each Region.

7.3   Responsibilities of Senior Managers / Director of Services

7.3.1 Provide the necessary resources to ensure that statutory, mandatory and site-specific learning needs can be met in a timely fashion.

7.3.2 Take a proactive approach to assist the Training Department to identify any additional training that may become necessary due to changes in legislation, national guidance, developing technology, developing roles etc.

7.4   Responsibilities of Line Managers

7.4.1 Ensure that all staff and relevant others are informed of this policy and adhere to its requirements.

7.4.2 Provide the necessary resources to ensure that statutory, mandatory and site-specific learning needs can be met in a timely fashion.

7.4.3 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.

7.4.4 Ensure that their staff register and subsequently attend training events and meet all necessary refresher requirements.

7.4.5 Discuss and follow up with staff in relation to non-attendance and failure to comply with learning requirements within the necessary timeframes. Failure of staff to complete required trainings will be documented by the Line Manager and continued failure and/ or inability to attend without valid reason may require the initiation of disciplinary action.

7.4.6 Ensure adequate communication regarding training with all those involved.

7.4.7 Maintain a copy of relevant training records locally on site to ensure compliance with regulatory inspection processes.

7.4.8 Provide such supervision as is necessary to monitor compliance with statutory and mandatory training.

7.4.9 Take a proactive approach to assist the Training Department to identify any additional training that may become necessary due to changes in legislation, national guidance, developing technology, developing roles etc.

7.5   Employees

7.5.1 Employees, in conjunction with their Line Manager, are responsible for identifying their own learning needs.

7.5.2 Employees are required to comply with requirements to undertake statutory, mandatory and site-specific training, ensuring completion within appropriate / reasonable time frames and prior to expiration dates.

7.5.3 Employees in conjunction with their line manager must reschedule for the next available training date following a failure to undertake required trainings. Failure to complete on the rescheduled date will be documented by the Line Manager and continued failure and/ or inability to attend without valid reason may result in disciplinary action.

7.5.4 Employees are responsible for keeping a personal record of courses booked and to attend all courses as requested by their manager.

7.5.5 Employees are responsible for submitting evidence of all statutory, mandatory and required site-specific courses which they complete to the Training Department.

7.5.6 Employees must contact their manager and the Training Department as early as possible if they are cancelling their attendance on a course and ensure that it is rescheduled at the earliest opportunity.

7.6 Training Department

7.6.1 The Training Department is responsible for identifying the staff learning 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 learning needs on an annual basis, reviewed and updated every six months or as needed.

7.6.2 It is the responsibility of the Training Department to maintain all training records.

7.6.3 Take a proactive approach to identify any additional training that may become necessary due to changes in legislation, national guidance, developing technology, developing roles and promotion of best practice.

7.7 Internal Trainers

7.7.1 It is the responsibility of all internal trainers to ensure that they consult with the Training Department in the organisation before all planned training.

7.7.2 It is the responsibility of all trainers to ensure that they have the required certification and to maintain their certification as appropriate.

7.7.3 It is also their responsibility to ensure that all training records i.e. 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.

8.0 Policy/ Procedure

8.1 Staff Training and Development Procedure

Each Regional Service will have a Staff Training and Development Procedure that is in line with this policy and which clearly outlines the regional procedures to be followed in relation to training and development.

8.2 Required Training

8.2.1 The level of statutory, mandatory and site-specific training undertaken by staff is dependent upon their role and reflects their role requirements.

8.2.2 The list of required trainings is outlined in the Regional Staff Training and Development Procedure.

8.2.3 Managers must identify and prioritise training appropriate to each individual member of staff.

8.3 Managing Attendance at Training

Managers must ensure that staff are facilitated to fulfil all their training requirements. Staff's failure to comply with training requirements will be addressed in line with local procedures.

8.4 Identification Staff Learning Needs & Training Plan

Annually each region will undertake a Learning Needs Analysis which is collated and analysed by the Training Department in order to develop an overall Training Plan for the Service. Some identified learning 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, developments, legislation and international best practice.

8.5 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. Where possible, this will be facilitated by the Training Department in consultation with management.

8.6 Staff Training Database

A database of staff training activities is maintained and regularly updated by the Training Department within each region. The database contains a record of internal and external training courses attended by staff. The Training Department facilitates access to training records and reports as per local procedure.

8.7 Evaluation of Courses

Training may be evaluated to inform training & development through the completion of evaluation forms. The Training Department provides 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.

8.8 External Course Travel, Subsistence, Funding and Study Leave

Any requirements for travel and subsistence should be discussed at application stage with the Line Manager/Head of Department. Any arrangements agreed will be informed by local policies and procedures. A request for funding and/or study leave may be considered as per local procedures.

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.