

Rochdale Training Association Ltd

Employee Development & Communication (Training Policy)

Author	External Consultant
Approval Body	Senior Leadership Team
Date of Approval	Unknown
Date of Next Review	March 2025
Is this Policy included in the Staff Handbook?	Yes

EMPLOYEE DEVELOPMENT & COMMUNICATION

TRAINING POLICY

1. PURPOSE

The Company recognises that its most important resource is its employees and therefore is committed to the training and development of its entire workforce so that they will gain the necessary skills to reach their full potential. This will assist in enabling the Company to achieve its aims and objectives.

Each employee will be suitably qualified and trained to carry out their role effectively and special attention will be given to the training of new employees, and those who have transferred to other roles.

Knowledge and skills will be updated by further training as the needs of individuals are identified or a specific training requirement has become evident as a result of new technology or major changes within the business.

Training will be conducted using both internal training facilities and external training providers.

Records of training will be maintained; the effectiveness of training will be reviewed and the benefits derived from training will be evaluated.

Management are responsible for identifying departmental and individual employees training needs.

2. TRAINING NEEDS

Your training and development needs will be identified through:

- Your Manager observing day to day performance
- Annual Appraisals
- 121 meetings
- Requests from employees
- Update training required as necessary arising from legislation, good practice, business and role changes etc.
- Activities completed by Quality Improvement Department, including internal audits and developmental observations.

3. INDUCTION TRAINING

The Company strives to provide you with information that will help you perform effectively within your role. With this in mind an Induction Programme has been designed, in line with Rochdale Training's Safe Recruitment Policy, which covers Safeguarding/ Prevent and Equality Diversity, as follows:

- You will be given a Health and Safety Induction by your Manager and issued with any relevant work wear/Personal Protective Equipment.
- You will be given information covering Company policies, procedures and rules for example, Equality & Diversity and Safeguarding/Prevent. This induction will also provide you with information that you will find both helpful and interesting.
- You will have an induction by the Quality Improvement Department to ensure you understand compliance requirements and the quality activities.

4. TRAINING FEES

The Company will provide you with internal and external training on courses intended to enable you to better to perform the duties of your post and in consideration for which you will agree to the terms of not resigning from your employment with the Company for a period of 2 years from the date on which the last of the training course was completed.

If you resign from the Company's service before the expiry of the agreed period or before the completion of the last of the training courses you undertake, you will be expected to pay to the Company the cost incurred by the Company as a result of funding you on the training course/s.

TRAINING ARRANGEMENT FORM

The 'Company Training Arrangement Form' agreeing to repay costs incurred during external training courses should be completed prior to the training course and submitted to the Finance Manager.

Such sums as may fall due to the Company by reason of this undertaking may be recovered by the Company in whole or in part by deduction from the payment of the final salary or other payments due to you on the termination of your employment.

Please refer to **Employee Development Addendum**: Staff Induction Programme.

5. TRAINING RECORDS

The Finance Manager will maintain records of all training conducted during your employment.

6. TRAINING EVALUATION

As part of the Company's continuing commitment to training and development, you are asked to provide feedback on the value and effectiveness of the training and development you undertake. This information will be used to assess and improve the training process.

A Company Training Evaluation Form should be completed following all training and development and submitted to the Finance Manager.

7. OBLIGATION TO TRAIN

Some training is essential:

- For the Company to meet its legal obligations
- For you to carry out your role effectively

Other training which does not have the same priority will nonetheless be necessary to improve the Company's efficiency. You must therefore undertake such training as management require.

8. APPRAISALS

A performance appraisal interview will normally be a one-to-one meeting between you and your Manager. It will explore your performance since your last appraisal, or since you began your current job if this is your first appraisal.

The purpose of the performance appraisal is to enable you to gain a clear picture of how you are performing in the Company and to identify areas where you may need additional support and training.

You will receive an appraisal on an annual basis.

Specifically, the meeting will give you the opportunity to:

- Discuss your achievements and disappointments within your job.
- Agree targets.
- Discuss your future expectations.
- Identify any training or retraining needs.

Overall, performance appraisals aim to ensure that the work of all employees is geared towards the overall objectives of the Company.

PROMOTIONS AND TRANSFERS

To further the development of employee's potential, the Company commits to filling job openings internally wherever possible. Promotion is based on the ability to carry out the proposed job and where the appropriate internal candidate is wholly suitable, they will be promoted accordingly. If there is no obviously suitable candidate identified the Company will advertise appropriate positions in-house and invite internal candidates to apply, alongside external candidates.

COMMUNICATION

The Company aims to keep you updated on its performance and will endeavour to give you any relevant and helpful information in relation to your employment.

The Company will regularly update the Company notice boards which are positioned in various locations within the organisation.

The Company will carry out regular Briefings to supply you with relevant information on Self Assessment Reports, Business Plans, Business Performance etc.

Should you require any additional information that is relevant to your employment or the performance of the Company you should contact your Manager.

Next Review: March 2024