



FIRST STOP CENTRE

Training and Development Policy

1. Introduction

This policy sets out how First Stop Centre will meet the aims of providing Training, Development and Learning for its staff. The Centre Manager will be expected to include training and development of the staff as a key management task as well as taking a proactive approach to his or her own needs in the context of the Centre's plans and values.

All staff will be expected to co-operate and participate in the coaching and training of new staff and trainees, where applicable, as a normal part of their duties and responsibilities.

2. Identification of Training and Development Needs

The Centre has a policy of identifying training and development needs through staff appraisals. The key elements of staff appraisals are below.

- An annual training plan will be produced setting out the targets and objectives for the following twelve months and longer if appropriate.
- The annual training plan specifying corporate and functional objectives will provide the focus and direction for planning training needs.
- All staff should develop with the Manager a personal training development plan which identifies their needs and sets out activities and events to meet those needs.
- In order to ensure the effectiveness of the training and development, activities will be evaluated against individual needs and objectives set out in the training plan.

3. Induction

All new members of staff will receive an induction programme according to their needs. This will enable them to gain knowledge of the Centre.

4. Statutory Training

Training will be provided to all appropriate staff to meet the requirements of Health and Safety legislation. In particular, training will be provided in the following areas:

First Aid, Fire Safety, Food Hygiene and Safety at Work and COSHH regulations.



All statutory training will be recorded and a copy kept in personnel files.

5. External Training Courses and Formal Qualifications

First Stop supports the professional development of staff. Staff will be eligible to apply to undertake a course relevant to their work to develop their managerial or professional skills. An application will be submitted in writing and must be approved by the Management Committee. The course must be relevant to the Centre's needs.

The funding of courses leading to formal qualifications will depend upon the budget and suitability of the course. If more than one member of staff wants to take a course, there may need to be a selection procedure before a decision is reached as to which member or members of staff should be supported.

The following principles will apply to the level of support provided.

1. The employee will normally be expected to make a contribution to the cost of the course. The amount funded by First Stop will depend upon the total cost involved and the relevance of the course to the Centre.
2. The total cost of the course may include books, course fees, tuition fees, examination fees and distance learning material. Travelling and subsistence expenses would not normally be reimbursed.
3. Paid leave for attendance at college would normally be agreed on the basis of half a day per week during term time. The level of financial support given may take into account any paid study leave and the amount of formal study undertaken in the employee's own time.
4. The member of staff will be expected to show a commitment to First Stop and agree to stay with the Centre for at least one year after the course has been completed.
5. The member of staff will be expected to be committed to self-development and have the ability to study or work under pressure.

6. Training Budget

A training budget will be provided by First Stop in order to resource the implementation of this policy. The budget will be managed by the Management Committee. The budget will not include the cost of cover for staff released for training and development activities.

7. Review of Policy

This policy will be regularly reviewed to take account of changes in our working environment, national training and education initiatives and corporate objectives.