

VSGWL Policy

Training & Development

Introduction

VSGWL is a dynamic and people-friendly organisation which strives to support its employees' development and at the same time ensuring that such development is relevant and supports our work. It is acknowledged that training and development is best self-driven by individuals, although management and our business objectives have a role to play in encouraging individuals to take the initiative.

Policy aims:

- Ensure fairness, clarity and consistency for all VSGWL staff members;
- Provide a framework for ensuring that our work as well as our employees benefit from development activities undertaken;
- Promote a culture of sharing knowledge and skills with work colleagues;
- Assist VSGWL staff members with their continuous professional development;
- Assist a development discussion between staff and their line managers during appraisals;
- Promote consideration of alternative methods of training to attending courses and conferences; and
- Align training and development with strategic and business needs of VSGWL.

What is training and self-development?

All training and development activities, including conferences, courses, self-learning, job shadowing, reading, self-guided learning and e-learning will be recognised. Staff are encouraged to consider various methods of training, in light of their suitability for the purpose and to suit individual preferences.

Training budget

Applications for training/conference fees to be subsidised fully or partially by VSGWL will be subject to availability of funds in the training budget.

The role of the line manager

It is acknowledged that personal development is self-driven, however we also recognise a motivational role of line managers who should encourage staff to take the initiative. Staff members are required to discuss with their line manager how the training event they wish to undertake would benefit the business. It may be that the training would benefit other colleagues or individual employees, increasing their efficiency and thus making them more valuable to the business.

Sharing the knowledge

It is acknowledged that there is a lot of specialised knowledge held amongst staff that could benefit colleagues and our work, were it to be shared. This policy aims to encourage colleagues to share their knowledge and skills with each other. Each staff member should aim to share knowledge for the greater benefit of the team. Gaining diverse knowledge and skills from colleagues can also effectively help in enhancing people's career prospects and employability.

Recording training

All staff should keep their own simple record of training/development tackled throughout the year. This will be kept in the Training Record folder. This will also be used by the relevant appraiser in monitoring and approving requests for training throughout the course of the year. Staff are encouraged to discuss their development with their line manager, regularly throughout the year, rather than leaving such discussions to the appraisal meetings only.

The appraisal process

Training and development needs will be identified through staff support, supervision and appraisal which is covered by the Staff Support and Supervisions and Appraisal Policy.

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