The Canddo Project CIC 

**Training and Development**

**Introduction**

The Company is committed to ensuring that all staff have access to learning, development and training opportunities which enable them to be suitably knowledgeable and skilled to carry out their role within the organisation, and to develop their talents in any ways that fit with the organisation’s development to meet its business objectives.

This policy does not form part of your employment contract, and we may update it at any time.

**Aims**

The main aims of this policy are to:

* ensure that employees are supported and enabled to meet the changing demands of the organisation and its clients so that the organisation achieves its strategic objectives
* facilitate employee development and/or personal development through assisting them to broaden, deepen and thereby further enhance their existing skill base.
* provide a working environment where continuous learning and development take place that help staff to gain more enjoyment from their roles, increase motivation and enhance staff retention

**Diversity and Inclusion**

The organisation is committed to ensuring equality of learning opportunity, hence no employee will be excluded from learning on the grounds of gender (including gender reassignment), age, marital status, disability, racial grounds (race, colour, nationality – including citizenship - ethnic or national origin), sexual orientation, religion or belief, responsibility for dependants, trade union membership or employment status. Part time employees and fixed term and temporary employees will have equal access to learning and development opportunities appropriate to their post. Development opportunities will take account of work life balance and the domestic commitments of learners.

**Responsibilities**

We believe that employee development is most effective when the individual employee takes responsibility for identifying any opportunities for self-development which will enhance work performance through increased skills and knowledge. Learning needs and opportunities will also be identified through the support, supervision and appraisal process, and through internal assessments to meet organisational need. We expect all employees to also take a proactive approach to furthering organisational wide learning and development.

**Line Managers**

* Line managers are responsible for assisting staff to identify learning needs and for ensuring that they review these with staff on a regular basis during job chats. The employee’s record of learning should also be discussed at these sessions.
* Line managers have a responsibility to monitor and evaluate the effectiveness of learning for employees who have undergone training and development. Line managers should seek feedback on any training, including quality and cost effectiveness.
* Line managers should then ensure that employees implement the skills that they have gained through training and ensure that feedback on training is shared with the organisation via the central log of learning.

**Funding**

The co-ordination and any funding of the learning and development process is the responsibility of the Directors. Where the company can make a financial contribution to the learning or accreditation, employees will be asked to sign to confirm that they agree to reimburse the company in the event that they leave their employment. Any deduction in this case will be from the final salary. The amount payable will reduce on a sliding scale over an agreed number of months/years. They will, therefore, ensure that evaluation of learning activities is undertaken annually by liaising with line managers to ensure that any identified needs are addressed accordingly.

Routes to Learning & Development Options for learning & development may include:

* On the job learning including learning from other members of staff via job shadowing, mentoring, in house skill sharing, staff away days etc.
* Secondments and placements/visits to other organisations
* Setting up job development opportunities such as public speaking, in house presentations at team meetings
* Attending internal or external training days/ workshops
* Attending conferences, forums
* An external course of study
* Web based e-learning and webinars
* Self-directed study – such as books, manuals, online information

The Company is committed to sharing the learning and lessons gained by staff and volunteers throughout the organisation. This will be accomplished by allocating time in team meetings to share core lessons from training.

**Key Professional and Skills Based Learning**

The organisation aims to prioritise learning that focuses on areas which:

* enable us to fulfil our strategic objectives
* pertain to any organisational statutory/contractual obligations
* are essential in order to generate and maintain income
* enable effective responses and management of legislative changes
* ensure IT skills meet business need
* are essential to ensure the quality of service provision
* enable employees to meet their responsibilities in completing continuous professional development required by relevant professional bodies
* enable management development in relation to those who have managerial/supervisory responsibilities

**Induction**

All new employees are given a timely programme of induction including introduction to all policies for the organisation. This is an essential part of staff learning and development, and integration into the working environment.

**ICT (Information and Communication Technologies)**

It is important that all employees are given opportunities to enhance their ICT skills base. The organisation is committed to ensuring that all employees have competent grounding in the use of ICT in the wider context of their professional roles. Employees are positively encouraged to become familiar with the extranet, internet, email other electronic facilities and computer software packages at their disposal. Initial information and training will be provided at the start of their role or when any technology changes occur.

**Recording, Monitoring & Evaluating Learning**

The Director is responsible for ensuring that a central record of employee learning is created and maintained, and that all learning and development activities are monitored and evaluated in terms of suitability, effectiveness and value for money.

**Safeguarding Training**

All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include:

* One-to-one training sessions a Manager
* Attendance on courses run by local organisations appropriate to the work of the business