



# Fairfield Farm College

## Staff Training & Development Policy

<b>Policy number</b>	<b>New or Reviewed</b>	<b>Date of next review</b>	<b>Responsibility</b>
013	October 2018	October 2019	Director of HR & Workforce Development

To provide young people with opportunities to be successful and make a positive contribution within their community.

## 1. Introduction

1.1. It is the policy of Fairfield Farm College (FFC) to create and identify learning and development opportunities for all staff to enable the charity to achieve its aims and objectives, whilst assisting staff to reach their potential.

1.2. Therefore, FFC will provide advice, opportunities, facilities and budgeted financial support to enable staff:

- to acquire the skills, knowledge and related qualifications needed to effectively perform the duties and tasks of employment
- to develop their potential to meet the future needs of the college and students
- in exceptional circumstances, to develop knowledge and skills beyond the immediate requirements of the charity
- to support staff in meeting the responsibility for their own continuing development.

1.3. All training and development activities will be planned, programmed and recorded. Results will be reviewed to determine how training methods can be improved and to ensure so far as is practical, maximum benefit is obtained from the resources allocated to training.

1.4. Whilst training and development activities will be advised, monitored and evaluated by the Principal, all managers are responsible for ensuring their staff receive training to improve current and future performance.

1.5. Training may be provided through attendance at courses, conferences, coaching, job rotation, secondment, shadowing or other suitable means. The process for all training requests is to raise this through the PeopleHR system.

1.6. Training needs will be identified by managers during performance appraisal or suggested by staff members to support their own development. Some training needs will be determined by changes in legislation.

1.7. This training and development policy applies to all employees, including part-time and temporary staff and respects the policies of FFC in all matters of diversity and equality.

## 2. Training assessment

2.1. Members of the Senior Leadership Team (SLT) will be responsible for ensuring each year that training requirements are assessed for individual and collective needs within their areas of responsibility, including budgetary estimates.

2.2. A training schedule for the year will be prepared by the SLT informed by appraisal, organisational need and performance reviews. This process will be monitored by the SLT.

## 3. Induction training

3.1. Induction will be overseen by the Director of HR & Workforce Development. The programme outline is at appendix A.

## 4. In-house training

4.1. In-house training will normally be planned and arranged during the scheduled staff training days periods or as determined by managers. All staff will be informed of the dates and subjects to be covered.

4.2. Subjects may be determined by national initiatives, funding and inspecting bodies or legislation. Some subjects will be covered on a three-year rolling programme, e.g. First Aid, Equality and Diversity and Safeguarding. Care staff will also receive NVQ3 Health & Social Care training. Other external trainers will be arranged by the managers responsible.

## 5. External training

5.1. External training may be identified by managers at appraisal, or may be requested by individuals. Any external courses must meet the needs of the college and this would have to be established through discussion between the individual and the manager responsible.

5.2. Any external programme agreed by the manager would then be recommended for approval following an application through the PeopleHR system.

5.3. Attendance on identified external courses; such as teaching qualifications is mandatory and in all cases will be discussed on a case by case basis.

## 6. Payment/ time off for training

6.1. Staff will be allowed time off with payment whilst attending those courses determined by the Principal as being essential e.g. Teacher training, Certificate in Education for tutors or NVQ Level 3 for support workers.

6.2. Any approved training undertaken in the employee's own time will be paid at normal hourly rate. Most other courses will not normally be paid.

6.3. Approved training funded by FFC is a benefit to staff in terms of professional qualifications. Therefore, commitment is required from staff to maintain their personal development. This commitment is outlined in the application process.

## 7. Training expenses

7.1. Travel and subsistence expenses will be reimbursed for all training courses arranged by FFC. Travelling time outside normal working hours will not normally be paid unless authorised in advance by a senior manager.

If accommodation needs to be paid for in advance, this can be arranged by discussing this with your line manager.

## 8. Training evaluation

8.1. An evaluation form should be completed by all staff who have attended a training course in order to obtain feedback on the benefits of the training undertaken and given to the Director of HR & Workforce Development.

8.2. All staff attending courses will also be asked to give verbal feedback by cascading information to other staff, usually at staff training days.

8.3. Training will also be followed up through appraisal meetings to ensure that the content and new skills have been embedded into work practices and procedures.

## 9. Governance, leadership and management development

9.1. This training will be identified by the SLT or may be requested by an individual to meet the needs of the organisation and for personal development. External training for managers would be approved by the Principal.

9.2. Induction training for trustees will be arranged by the Director of Resources and the Chair of Trustees. Any additional training required for Governance or requested by Trustees will be approved by the Chair of Trustees.

BY ORDER OF THE BOARD

**Clair Beaty-Pownall**

**Director of HR & Workforce Development**

October 2018

The following appendices form part of this policy:

- A. General Induction – All staff prior to commencing duties
- B. Specific Induction Training – Tutorial staff
- C. Specific and Statutory Induction Training - Support staff

## **Appendix A**

General Induction – all staff prior to commencing duties:

- Tour of college site and all houses if this was not done at interview
- Explain “Mission Statement” and college ethos
- Explain student funding, inspection bodies and legislative requirement.
- Issue staffing structure with explanation of roles and responsibilities
- Issue Child and Adult Protection policies with explanation of how to report concerns and/or disclosures
- Show college policies and procedures with information on how to access them
- Explain Health and Safety and Risk Assessment procedures. Provide information on how risk assessments can be accessed
- Explain emergency procedures
- Explain Fire Safety procedure and instructions
- Issue Employee Handbook
- Explain Supervision and Support process
- New employees will “shadow” an experienced member of staff until they and managers feel confident they are ready to work unsupervised and/or Disclosure and Barring Service (DBS) clearance is received.

## **Appendix B**

Specific Induction Training – Tutorial Staff:

- Health and Safety – risk assessment for subject area
- Timetables and sessions
- Students' individual learning programmes (ILP) and EHCP/Target setting and Review processes.
- Session planning and observation process.
- Role of a personal tutor and EHCP Review Process.
- College tutorial system
- Tutor team meetings
- Special responsibilities as required.

## **Appendix C**

### Specific and Statutory Induction Training – Support staff:

- Induction for Support Staff will follow the requirements of the 'Common Induction Standards'
- If not already achieved, all staff will undertake NVQ Level 3 Health and Social Care
- In addition to the above there is a statutory requirement that staff receive further training. E.g. first aid, medication administration, moving and handling, food hygiene and health & safety.