Training Policy

Turas Training

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1. Policy Statement
TURAS recognises its responsibility to enhance the employee's opportunity to develop skills and abilities for full performance within the position, and for career advancement.

2. Purpose
Ensuring accessibility to effective training, despite possible limitations in resources, is a key goal. This policy outlines the organisations approach to training provision, and the process for training requests.

3. Scope
This policy covers all staff employed by TURAS regardless of contract type, and all aspects of staff development and training (in-house or externally). It is hoped that this training commitment will lead to the highest possible standard of care for service users who attend the organisation and to the development of greater job satisfaction and professional progression for all staff.

This Policy should be read in conjunction with the Staff Appraisal and Development Policy.

4. Glossary of Terms and Definitions
4.1. Induction training: training given as an initial preparation upon taking up a post. Applies to all employees and volunteers (see induction policy).
4.2. Mandatory training: certain types of training are mandatory and failure to undertake may result in disciplinary action. Topics include: Health and Safety; Child Protection; Data Protection. This list is not exhaustive and may be subject to change. Training in these topics may be provided in-house or externally.
4.3. Continued training: training which is linked to the achievement of agreed objectives relevant to the specific job role.
4.4. Personal development: training that may be relevant to the employee's career, or which may allow for personal development as required or relevant to the role.

5. Principles
5.1. All new employees must be given appropriate induction training (see induction policy).
5.2. TURAS will ensure that staff receives the necessary training to work in line with policies and statutory procedures relevant to the job description.
5.3. TURAS is committed to the professional development of its employees. It will devote resources for training which provide organisational benefit in line with budget limitations.
5.4. Staff are encouraged to look for training opportunities which would help them perform their roles better, and aid their personal development. Where possible these will be supported by the organisation, although this may not always be viable.

6. Roles and Responsibilities
6.1. It is the responsibility of senior management to ensure effective induction training is provided and that all statutory training requirements are met.
6.2. All employees have a responsibility to participate fully in training opportunities, and to make line managers aware of any personal training needs they may have in relations to any aspects of their position.

7. Identifying Training Needs
7.1. Training needs are identified in a number of ways, including during initial induction, supervision sessions, reviews and appraisals, or through a training needs analysis carried out by the organisation. The line manager decides in conjunction with the employee what type of training is most appropriate to meet the training needs which have been identified. This can include the development of skills to meet new organisational challenges and other service developments.
7.2. In the case of training for the Director, the decision rests with the Board and requests will be processed through the Chairperson.

8. Requests for Training

8.1. All requests must be received in writing in the form of a letter to the senior officer; with a clear justification as to how training will benefit the organisation. Adequate time should be made for requests to be processed. It is recommended requests are formally made two months prior to a decision being required by the staff member.

8.2. Approval to take training must be provided by the line manager and this will only be done if sufficient funds are available and the manager agrees the training is needed in line with the role. Staff should be made aware that budgets are reviewed on an annual basis and are subject to change.

8.3. Workers can apply for financial assistance and/or time off to undertake training. Each case will be considered on its own merits and the primary considerations will always be the needs of the project, cost and staff cover.

8.4. Should a person not complete a training programme that had been funded through the organisation, they would have to pay the cost to the company. An exception would be if the individual demonstrated that they had taken every effort possible to complete the course but had been unable to. Note this only applies for continued development, or personal development courses. It does not apply to mandatory trainings.

8.5. Should the employee leave the company within a year of attaining the qualification or completing the course, they are expected to pay back the cost of the training. If they leave within two years, they are expected to pay back 50% of the costs. Note this only applies for continued development, or personal development courses. It does not apply to mandatory trainings.

9. Attendance at Training

9.1. Staff will be expected to attend all mandatory trainings.

9.2. In cases where training is in the employee's own time and funded by an employee, attendance is entirely at the discretion of the employee. However, when the organisation contributes to the training through time and/or funding attendance is required. If an employee fails to attend their training they must follow the same procedures as they would if reporting absence from work.

9.3. The organisation has the right to seek proof of attendance for all training attended during work hours.

9.4. All training received by staff, mandatory as well as continued and professional development will be recorded in their staff file. This will include copies of any certificates received.

10. Study Leave

10.1. Dependent on resources and where possible the line manager will try to offer flexibility of working hours during exam time.

10.2. If the course is optional continued development or personal development related it is the expected that study time will take place in employees' own time.

10.3. If the course is a mandatory study leave will be factored into work hours.

11. Training Information and Feedback

11.1. If the training was paid for by TURAS a copy of training material should be filed in the TURAS office.

11.2. All employees and volunteers are required to provide a short report outlining the content and usefulness of the course or meeting attended. Training information is disseminated to relevant people within the organisation.