



Staff Training Policy

KARIN HOUSING ASSOCIATION LIMITED

Staff Training Policy

INTRODUCTION AND COMMITMENT

Karin is fully committed to the continuous development of its staff, in the same ways as we continuously develop our services. This will be achieved by helping all staff identify and meet their own job and business related development needs.

- Karin recognises that training of staff is essential to the fulfilment of the duties. Karin is committed to securing the highest performance of all staff through providing comprehensive training.
- Karin wishes to be a high quality organisation which holds and upholds a number of quality standards.
- Karin recognises that in order to provide a quality services it must employ suitable trained and qualified staff.
- This policy set out the methods Karin will use to assess the training needs of its staff and fulfil them.

GENERAL PRINCIPLES

- A. Karin will expect its staff to undergo relevant training at any time as the resource of the organisation permit.
- B. Karin will set aside funds for training in the annual budget and seek funds for training as required.
- C. Karin will review the training needs of its staff at least annually to ensure that the training undertaken and skills of the staff reflect the need of the organisation

EQUAL OPPORTUNITIES

All staff are entitled to and can expect to receive training they need to carry out their current role.

All employees can expect to benefit from Karin's further commitment for each individual to devote at least 5 days a year towards training and development. Our first priority will be towards job-related training, but we will also encourage individuals to undertake personal development training. This may entail taking professional qualifications; undertaking research into a particular field of interest or experiencing a particular aspect of another job in order to gain an insight into the role and fuller understanding of the work.

Training should not be viewed purely as "attending training course". There are a variety of different methods that can be used to help to help train and develop individuals and Personnel Services will be happy to help individuals and managers select the most

appropriate method. For example, using open learning materials; computer-based packages; videos or CD-ROMs; e-learning; and reading literature, to name but a few.

SHARED RESPONSIBILITIES

Karin recognises the need for everyone to learn and develop their skills on a continuous basis and will support individuals to help them achieve this. Equally Karin expects individuals to take on some responsibility for their own self development. For example, identifying suitable activities (with the help of line managers and Personnel Services) and adopting a flexible and positive approach to any training and development that is identified with them.

IDENTIFYING TRAINING & DEVELOPMENT NEEDS

Identifying training and development needs, and helping individuals to improve their performance, are key responsibilities for line managers, so they are expected to be actively involved in their team's training and development. Line managers are also responsible for measuring the effectiveness of any training and development undertaken by team members, with assistance from Personnel Services.

Karin will always have an annual training budget to help fulfil identified needs.

JOB RELATED TRAINING

An employee's training needs will be assessed at:

- a) Induction
- b) Probationary period review(s)
- c) Annual appraisal

A training plan will be formulated at each of these events.

Training will be given through the following methods:

- a) On the job training, where tasks are demonstrated by a supervisor.
- b) Enrolment on relevant external courses.
- c) Preparation and supply of procedure guides and instructions
- d) In-house courses where common training needs are identified.

It will be the responsibility of the Director to ensure that appropriate training is given. External or in-house training using external trainers will be subject to budgetary constraints.

Reports on the proposed training will be submitted to the Policy & Personnel Subcommittee who will monitor progress.

CAREER DEVELOPMENT TRAINING

In addition to job related training, Karin will offer staff (subject to availability of resources) career development training which will enhance their skills and knowledge to further their careers and compete for higher jobs.

The amount of career development training will be affected by budgetary constraints and impact on workloads.

As a general rule, staff will only be eligible for career development training after they have been at least two years in post.

Career development training needs will be identified at the annual appraisal.

All applications for career development training must be approved by the Resources Sub-committee. Employees wishing to take career development training must apply in writing using a standard form setting out the benefits to Karin of the proposed training and impact on current workload. This application should also identify the total financial commitment.

All staff given career development training will be required to sign an agreement which would require them to repay costs under certain conditions (e.g. if they leave Karin within two years of completing the training or if they fail exams or if they abandon the training). The agreement should give consent to deductions from final salary of such costs.

The agreement should specify the maximum number of days paid study and exam leave which will be granted.

Karin should only assist with fees including examination fees and time for attending college. Karin should not assist with payments towards text books or travelling expenses.

Each application for this form of day release training should be assessed on its merits. Approval should only be given if the proposed training will meet Karin's Business Plan objectives or enhance the way the job is done or the service delivered. Approval for day release for hostel workers will depend on adequate cover being available.

Person Responsible for the review of this policy:

Date of this review:

Date Board approved:

Date next review is due:

Ibrahim Mohamoud

21st October 2008

21st October 2008

21st October 2011