



TRAINING & DEVELOPMENT POLICY

1. OBJECTIVES AND PRIORITIES

1.1 The purposes of training for staff, volunteers and Trustees

1.11 Friends and Places Together has a commitment both to the development of increasing capacity in the voluntary sector to produce high quality services to the people of Islington as well as to

1.12 the career and personal development of all of those involved (whether as staff, managers or volunteers) in the work of Friends and Places Together

1.2 Training and Friends and Place's objectives

1.21 Friends and Places Together mission as a member Southend Association for Voluntary Service "providing efficient and cost effective services to the people of the Borough targeted at those people with the greatest need" can only be effectively promoted if we are ourselves a centre of good practice. This necessitates the employment of staff and the recruitment of volunteers and Trustees members who can provide advice, information and expertise on all aspects of Training will be crucial in this respect.

1.22 Due to the increasing complexity of charity law, the increasing onus on trustee liability and the diminishing funding base for the sector as a Mole, it is vital that training to enable staff to keep abreast of new developments is prioritised.

1.3 Friends and Places Together staff training budget

1.31 Friends and Place's staff training budget is currently set at £400 for the organisation for the year

1.32 Friends and Place budgets for staff training as part of its overall budget for staff costs, We therefore consider staff training to be an integral part of the cost of employing staff and all funding applications take this approach into account.

1.33 Pressure on budget in the last few years has led to cutbacks on a number of expenditure items. However we believe that continuing to earmark funds for staff training must continue to be a priority.

1.34 The figure of £400 is therefore a rough allowance for annual expenditure on staff. However Friends and Places Together will attempt to be as flexible as possible in meeting the training needs and demands of individual members of staff, and where necessary some more expensive training needs may need to be separately fundraised for.

Friends and Places Together / Break With Mates

20 Crowstone Road, Westcliff-on-Sea, SS0 8BA

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1.4 **Assessment of staff training need**

1.41 Individual training needs:

These are assessed in two main ways:

1.411 In the first place through the regular supervision sessions that all staff have with their respective line managers. Discussions around training needs should be a core part of each supervision session and the training received by each staff member should be annually reviewed.

1.412 Chief Officer will put forward training opportunities to relevant staff as part of their specific roles in the community.

1.413 Requests to attend training courses or conferences will be cleared with the staff member's line manager and any expenditure must be properly sanctioned.

1.42 Group, team and other organisational training needs

1.421 Staff training needs may be best served by organising training for staff in groups as well as regular "awaydays" for the whole staff team. Assessment of need for this type of training input will arise either through staff meetings or line managers identifying common training needs.

1.422 Where possible funding for this kind of training will be found outside of the staff training budget, which will be prioritised for individual training.

1.5 **Training priorities and criteria**

1.51 Whilst wishing to allow the most flexible use of individual staff training budgets,

Chief Officer will prioritise work related training or training that is of direct relevance in improving the performance of staff in carrying out the different aspects of their job descriptions or addressing issues of direct relevance to Islington's voluntary sector.

1.52 Staff will however be encouraged to take up training possibilities around areas of personal growth or interest where this is appropriate and does not conflict with other more direct training needs as identified by line managers.

1.53 An important criterion will be the impact of the time spent training on the individual staff members ability to carry out their own job description and manage their own workload as well as the impact on other staff who will be expected to cover for them while they are absent.

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2. ACCESS TO TRAINING

- 2.1 SAVS is able to offer a wide variety of courses to its staff (at no cost to Friends and Places Together) and where appropriate staff will be expected to attend courses run by Friends and Places Together rather than similar courses run by other agencies.
- 2.2 Friends and Places Together's courses can also be offered free to volunteers.
- 2.3 Friends and Places Together's Executive Committee are offered free attendance at up to four of Friends and Places Together 's courses per annum.
- 2.4 Where appropriate Friends and Places Together will encourage volunteers and EC members to attend training events and conferences run by external agencies. Funding for attendance at conferences by staff or others representing Friends and Places Together will not come from the staff training budget.

3. EQUAL OPPORTUNITIES CONSIDERATION

- 3.1 Friends and Places Together will strive to prioritise training opportunities for Friends and Places Together staff, volunteers and management committee members who have traditionally missed out on such opportunities.
- 3.2 Friends and Places Together will seek to facilitate attendance at conferences and training events by staff with children or other dependents. This will be achieved by approving expense claims for childcare, creche provision etc. and in other ways as necessary.
- 3.3 Friends and Places Together will continue to promote training that furthers equality of opportunity or helps individuals and voluntary groups challenge oppression and oppressive behaviour. Staff, volunteers and management committee members will be encouraged to attend such training and suitable programmes will be included in Friends and Places Together's Annual Training Programme.
- 3.4 Friends and Places Together staff and management committee members who might be involved in recruiting staff for the Organisation will be encouraged to attend an Equal Opportunities recruitment course.

4. IN-HOUSE TRAINING

- 4.1 Staff, volunteers and management committee members are encouraged to attend in house courses run as part of Friends and Places Together's training programme for voluntary organisations,

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- 4.2 From time to time Friends and Places Together will run review days or staff training events which may involve using an outside trainer/facilitator.
- 4.3 Friends and Places Together will provide an induction session to all new EC members shortly after each AGM. (See Friends and Places Together's Induction Policy)

5. EXTERNAL TRAINING

- 5.1 Friends and Places Together will encourage staff, volunteers and management committee members to attend courses run by outside agencies in line with development agreed at supervision and in appraisals.
- 5.2 Friends and Places Together will keep training information course brochures readily available at Friends and Places Together 's offices.

6. TRAINING FOR QUALIFICATIONS

- 6.1 Friends and Places Together will encourage staff to undertake training for relevant qualifications,
- 6.2 Reasonable time off for training and portfolio preparation will be allowed after discussion with line managers.
- 6.3 Regular support and reviews of progress will be made as part of staff supervision sessions.

7. EXTENDED OR LONG TERM TRAINING

- 7.1 Friends and Places Together recognises the need for staff to consider achieving a variety of appropriate qualifications that are relevant to their work for the organisation.
- 7.2 Line managers will consider using individual staff training budgets for this purpose and may identify underspend in the training budget as a whole to contribute towards the costs of this form of training.
- 7.3 Time off (to a maximum of 1 day off per week for a specialised period) to attend course modules will be given sympathetic consideration by managers and regular reviews of the benefits to individual staff development will be undertaken as part of regular staff supervision sessions.



We hereby confirm and agree the Policy

Signed:
Denise Nygate CEO

Dated:

Signed: Dated:
Neil Woodbridge Trustee