



## Induction, Training & Development Policy

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## Induction, Training and Development

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### 1.0 **General Statement**

- 1.1 Children in Wales is committed to ensuring that new staff, trustees, volunteers and associates have an appropriate induction to the organisation and its policies, practices and procedures.
- 1.2 Children in Wales has in place systems and procedures to give staff the opportunities to attend training courses and long-term study which may be relevant to their current post and/or career aspirations to ensure that they are able to carry out their work effectively.

### 2.0 **Principles**

- 2.1 This policy is designed to encourage staff development and ensure that the organisation is able to deliver its work, services and training provision to the highest standards reflecting new legislation and practice developments.

### 3.0 **Scope of Policy**

- 3.1 This Policy relates to staff, trustees, volunteers and associates of Children in Wales, including those who are involved in delivering accredited training.

### 4.0 **Related Policies**

- 4.1 This Policy should be read in conjunction with the following:
- Children in Wales Accredited Training Policy Series
  - Children in Wales Equality Policy

### 5.0 **Guidance**

- 5.1 The guidance, at Appendix 1, sets out:
- The principles which should be followed when making decisions about induction, training and development
  - The procedures that should be followed for induction, staff training and development

### 6.0 **Appendices**

- 6.1 Appendix 1: Guidance, Principles & Procedures to be followed in relation to Induction, Training and Development

## Appendix 1

### Guidance, Principles & Procedures to be followed in relation to Induction, Training and Development

#### 1. Induction

- 1.1 Members of staff who are new to Children in Wales or who have been appointed to a different job within the organisation will participate in a full induction programme, so that the member of staff can settle in as quickly as possible and start carrying out their duties effectively. A standard induction programme is provided for new staff, which should be reviewed by line managers to ensure that additional or specific to the post tasks are included.
- 1.2 The induction programme for new staff or for staff who have been appointed to a different job within the organisation will include specific emphasis on their understanding of policies and procedures relevant to the post.
- 1.3 New trustees are provided with an induction pack and an introduction to the organisation. This pack is reviewed annually by the Administration Manager who is responsible for ensuring trustees receive all the information they need.
- 1.4 Volunteers are provided with an induction pack and programme to ensure that they are familiar with Children in Wales' key procedures and policies. A standard induction programme is available, which should be reviewed by line managers to ensure that additional or specific to the post tasks are included.
- 1.5 Associates of Children in Wales, including those providing accredited and other training, are made aware of Children in Wales' key procedures and policies. The Administration Manager, in collaboration with the member of staff engaging the Associate, is responsible for ensuring that Associates are provided with appropriate information.

#### 2. Appraisal and Supervision

- 2.1 Through a system of performance appraisals and supervision sessions with employees' line managers, relevant training and/or development will be agreed as appropriate for both full time and part time staff.
- 2.2 The purpose of the appraisal is to assist members of staff to improve their job performance, as appropriate, to develop their skills and abilities, to increase their job satisfaction and identify obstacles to performance.

### **3. Training & Development**

- 3.1 Children in Wales is committed to staff development and wishes to encourage staff to attend training courses and long-term study which may be relevant to their current post and/or career aspirations. These can include:
- 3.1.1 In-house or external training which is a requirement of the work being undertaken, for example, specific computer software training, new administrative processes, research skills or updating skills around training delivery. This will also include training in relation to Children in Wales' key Policies and Procedures as well as those specific to the individual's post.
  - 3.1.2 In-house or external training which is of relevance to the professional development of the individual concerned and Children in Wales' work, but is not a requirement of the post
  - 3.1.3 Long term study which, depending on the nature of the study, may or may not be directly relevant to the individual's work. A certain amount of study leave may be granted depending on the relevance of the course
- 3.2 Volunteers may be offered the opportunity to attend a training course provided by Children in Wales, as appropriate, and with the prior agreement of the Chief Executive.

### **4. Funding for training and staff development**

- 4.1 Within the confines of the organisation's staff training budget, the Chief Executive and line manager assesses and defines training priorities of each employee on the completion of an appraisal or through discussions at supervision meetings. Any training provided and funded by Children in Wales is prioritised in terms of:
- 4.1.1 Its requirement as part of the post-holder's current work or work to be undertaken in the near future, for example, word processing and computer skills
  - 4.1.2 Its requirement as part of a general training need within the organisation, for example, in-house supervisory courses, minute taking and so on
  - 4.1.3 Its relevance to Children in Wales' Equality Policy
  - 4.1.4 Its relevance to the post-holder's current responsibilities or promotional opportunities in posts carried out in a similar field of work

### **5. Procedure for Applying for Staff Training or Development**

- 5.1 During periods of change, additional short-term training will be considered. Change may be to the individual's work situation where he/she is preparing for a new job within the organisation, facing

redundancy or facing retirement. It is the responsibility of the line manager to ensure the employee is aware of their training entitlement and to encourage him/her to attend relevant courses to improve their performance within the organisation.

- 5.2 Any requests for staff training should be submitted to the line manager and/or Chief Executive who can then obtain details of courses and course providers. In addition, the line manager keeps a record of identified training needs, which arise from the appraisal or supervision meeting. When it has been agreed between a staff member and line manager that the staff member can attend a particular course, an assessment of the nature and cost of the course against the priorities for staff training and the budget provision can be undertaken.
- 5.3 Once it has been agreed that the member of staff can attend a course, the staff member can make a reservation. In any event, the line manager will need to have details of the title of the course, the course provider and the cost in order that invoices can be authorised correctly.
- 5.4 After a member of staff has attended an in-house or external training course, the line manager will ask them to for an evaluation of the course content so that the quality and relevance of training can be monitored.
- 5.5 If a trustee, volunteer or associate requires new or specific skills or training in order to carry out their work for Children in Wales effectively, this should be brought to the attention of the Corporate Management Team for assessment.