



Learning and Development Policy	
Reference: GN14	Effective date: 1 June 2012
Page no: 1 of 2	Approved: 12 Sept 22
Last revision date: 3 Aug 22	Next revision due: Aug 24

Scope

This policy applies to staff of Windmill Hill City Farm (WHCF). The policy for volunteer development is covered in the volunteer pack.

Purpose

WHCF believes that staff development and learning should be an integral part of the organisation's strategic planning so that staff can perform their individual jobs effectively and, in doing so, ensure that the organisation achieves its objectives. The organisation aims to provide an environment where continuous development can take place and where staff are supported and enabled to meet the changing demands and priorities, and to consider their own personal development.

In order to achieve this, learning and development needs will be regularly reviewed and staff will be encouraged to play an active part in identifying their own learning and development needs, selecting appropriate learning methods and in assessing the outcomes and effectiveness of their learning.

Specifically WHCF will ensure that:

- ◆ All staff receive an induction to the organisation and its work, allowing them to settle in with confidence;
- ◆ All staff meet certain basic and legal standards including training in safeguarding (children and vulnerable adults), health and safety, first aid, fire safety and food hygiene where appropriate;
- ◆ All staff have appropriate opportunities for continuing professional development;
- ◆ All training is provided in line with the Equal Opportunities and Diversity Policy.

Induction

Staff will receive a core induction on starting work with WHCF. This procedure is set out in the 'Induction Procedure' document. Staff are asked to read policies and procedures of the organisation when they start work and review them when appropriate.

Training and development

There is some training that new and existing staff must receive in order to meet legal obligations (such as safeguarding children or vulnerable adults, health and safety, fire protection etc). Some training will be needed by all staff and some will be role specific. Training needs should be identified during the induction process and arranged with the office manager.

Needs analysis

Training needs will be identified within the induction procedure, and then at annual reviews and supervision sessions. The key criteria when identifying training needs will be (in order of priority):

- The legal responsibilities of the organisation;
- The financial provision for such training;
- The needs of the service area;



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- The further development of the service area;
- The continuing professional development needs, and aspirations of the individual.

The organisation recognises the existence of different learning styles and preferences and aims to accommodate them by giving employees opportunity to propose appropriate training sessions. Training opportunities will be taken to fall into one of three categories:

Statutory provision. Training required to meet the organisation's legal obligations (eg first aid, fire training);

Professional development. Training which promotes the capacity of an employee to contribute to their role (eg working towards an NVQ or attending short courses connected with aspects of the role).

Other courses or training not directly related to the current role.

Subject to funds available in the budget requests for training will be judged according to the following criteria:

- The category of training to be provided;
- Any previous funding for the employee's training in the current or previous year, with priority given to employees with the lowest recent allocations;
- Any previous time off for study in the current or previous year;
- Any conflicting operational priorities.

Statutory provision will always be wholly funded by the organisation. Developmental training may be wholly or partly funded by the organisation. Courses not directly related to role development may be partly funded by the organisation if a justification is made that this will have benefit to the organisation.

Time off to study

WHCF provides all staff with an entitlement to request one working week for study leave per annum (pro-rated for part-time staff). Acceptance of any request will be subject to the employee providing evidence of the study or training the employee proposes to undertake and an agreement made with the Office Manager.

Procedure

Training needs should be identified within the induction process and then at annual reviews and supervision sessions. Training is constrained by resources (subject to the policy above) and as such staff and line managers are obliged to make cost effective choices when looking at training – this includes trying to identify free or subsidised courses, using knowledge transfer within the organisation and knowledge transfer with similar external organisations.

Requests for training must be made through the line manager and approved by the Office Manager who will evaluate the request based on the policy above. When the Office Manager has approved the training request, the staff member or their line manager can arrange the training or make the booking as necessary. When the staff member has completed the training (whether informal training or a course) they must fill in a training evaluation form within 5 working days. Copies of the complete forms will be kept in personnel files.