



## 25. Training and Development Policy

### 25.1 Statement

Wyke Community and Children's Centre is committed to providing high quality services to our service users. To achieve this we believe it is necessary to have a highly qualified workforce and we will support our employees with

### 25.2 Implementation & Procedure

To implement this policy we will follow the guidelines listed below:

- It is the responsibility of all staff to be aware of their own training needs and requirements and these will be reflected in their Personal Development Plan (PDP). The PDP will be informed through a training needs analysis which will be completed by each employee and their line manager. The PDP forms an important part of the regular supervisory and annual appraisal process.
- All decisions to offer financial support for training for employees must fall within the amount allocated to staff training.
- Whilst we recognise that individual development is very important, we must always consider the best interests of the Centre and its work (as identified in the Development Plan) when supporting employee's training in terms of finance requests and requests for time off.
- Any employee can make an application for support for training to the Centre Management. If this application involves a significant expense the Centre Management will take the request to the Board.
- For any employee wishing to leave the Centre after completing a training programme that the Centre has funded (part or whole) must repay the following amounts:
  - Within 1 year of completion - 100% of funds paid by the Centre
  - Within the first and second year of completion - 60% of funds paid by the Centre
  - Within the second and third year of completion - 33% of funds paid by the Centre
- The Board is committed to widening the base for Governance and funding will be made available for appropriate 'governance' training for Board members.
- Appropriate training for volunteers will be supported by our Centre.

### 25.3 Roles and Responsibilities

All employees have a responsibility to ensure that this policy is understood and followed.