

5.15	<b>STAFF DEVELOPMENT AND TRAINING</b>
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<b>Applies to:</b> All Staff
<b>Specific responsibility:</b> HECIS Co-Ordinator

<b>Version:</b> 1
<b>Date approved:</b> 5.8.14
<b>Next review date:</b> Aug 21

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

## POLICY STATEMENT

HECIS is committed to providing opportunities for staff members to increase their skills, raise professional standards and improve productivity. HECIS aims to support its staff in undertaking appropriate training, education, and development activities to enhance their knowledge and skills, job satisfaction and job performance.

HECIS will support the professional development of staff by:

- developing and implementing training and development plans at organisational and individual staff level
- providing staff members with opportunities to attend relevant training courses, workshops, or conferences and covering the costs of those activities (where budgets allow)
- providing opportunities for staff members to act in different or higher positions where possible
- providing opportunities for staff members to share knowledge and skills, or arranging forums for external agencies or individuals to share expertise.

## PROCEDURES

The HECIS Co-Ordinator is responsible for ensuring that a staff training and development plan is developed on an annual basis.

The staff training and development plan will:

- identify the organisation's training and development objectives, and how these relate to service priorities, organisational needs and service sector trends and issues.
- consider the needs of staff for basic training and updating of skills in specific areas including:
  - knowledge and understanding of the eligibility criteria for accessibility of services
  - knowledge and understanding of all current policies and procedures of the organisation
  - financial and other administration processes, where these are applicable to the person's role
  - cross cultural awareness which reflects the competencies required to work with the organisation's clients (where applicable)

## *HECIS: Staff Development and Training*

- present a strategic development plan for the organisation based on feedback from performance reviews, individual goals, workforce planning needs and organisational objectives.
- identify particular staff positions which may need professional or clinical supervision.
- identify the content and format of any direct training provided by the organisation, and how and when this process is reviewed and updated.
- identify support strategies to enhance performance and build morale. These may include mentoring, peer support, staff social events, team building exercises.

The HECIS Co-Ordinator will develop the draft plan, with input from other staff. The draft plan will be circulated to staff for comment and the final plan include in Co-Ordinator's report submitted to the Management Committee.

The HECIS Co-Ordinator will be responsible for overseeing the implementation of the staff training and development plan and will monitor its implementation and report the Management Committee.

The HECIS Co-Ordinator will review and update the training strategies for the organisation every twelve months, incorporating feedback from staff about the training and development opportunities provided to them over the previous period.

### **Individual training and development plans**

As part of regular supervision and the annual performance review process, The HECIS Co-Ordinator and staff members will:

- assess and prioritise the training needs of each employee taking account of the qualifications and competencies specific to their role, performance reviews and identified training needs, priorities for the development of the service, organisational objectives and key trends and issues in the service sector
- agree on a development plan based on the training needs and schedule regular review sessions to track progress against the plan

The HECIS Co-Ordinator will:

- ensure that training and development opportunities are provided for each employee consistent with the training plans developed for each individual
- assess feedback from staff members about the training and development they have undertaken and use this to inform future individual training plans
- maintain records of the training needs assessment, the training plan, training undertaken and the staff member's feedback on the usefulness of the training.

### **Staff requests to attend professional development activities**

Staff wishing to undertake professional development activities need to seek approval from the HECIS Co-Ordinator.

Where appropriate, HECIS will make a notional allocation for each staff member. This is not a fixed allocation for each staff member in each year, but an indication of funds available for professional development.

## HECIS: Staff Development and Training

All professional development opportunities need to be assessed in terms of available resources. In assessing an opportunity, the HECIS Co-Ordinator will consider the extent to which:

- the activity will enhance the staff member's capacity to meet their work plan objectives or individual professional development plan goals
- the activity will extend the staff member's current knowledge and skills base
- the organisation will gain added value through the staff member's participation
- the resource allocation is equitable across the staff team
- the providers are reputable.

### DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	Staff Training and Development Plan Staff Development Review/Plan

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	17.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	14.8.17	HECIS CoOrdinator	Aug 2018
4	3.9.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

### INDEXING

Search topic/s:	
Function/s:	