

Training and Development Policy

September 2016

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1.0 Introduction

1.0 This policy has been developed in line with Rossendale Borough Council's (the Council) overall vision and reflects a belief in the need to develop all permanent and temporary employees, whether employed on a full-time or part-time basis. It is based on the Council's core values:

Customers Matter	Recognising the diversity of customers and developing services which recognise individual needs
Listening and Communicating	Listening and communicating in a number of different ways
Loyalty	Building trust and confidence
Management of Performance	Remaining focused and delivering identified and measured outcomes
Celebration of Success	Evaluating, learning and recognising what we have done well

2.0 Aims of the Policy:

2.1 The aim of the policy is:

- Provide a framework to support all training and development activities.
- To provide a procedure to inform decision making in relation to organisational development.
- To ensure consistency and equality across the Council.
- To ensure the personal development needs of the individual employee are met in line with organisational needs.
- To provide essential training in relation to legislation to protect the interests of the Council and it's employees.

3.0 Training and Development Initiatives

3.1 For the purpose of this policy, training includes professional qualification training courses, short training course, conferences, seminars, continuous professional development training, free of charge training and externally funded training.

3.2 The Council provides a range of training and development opportunities to staff in following categories:

- **Work related personal development and specific service area training.** These include internal and external courses providing technical training, for example, on the use of software packages and specialist training relating to the skills that an employee requires for their job role.
- **Training leading to or maintaining a professional or academic qualification.** The Council encourages employees who wish to pursue Continuous Professional Development (CPD) and where appropriate to gain further qualifications.

- **Training that has a specific management or supervisory focus.** These include internal and external courses on manager development, supervisory skills for line managers and leadership development programmes.
- There is an essential requirement for all line managers to attend training programmes in the following areas: Absence Management, Performance Management, Health and Safety Awareness; undertaking Equality Impact Assessments; **Recruitment and Selection and Investigation Training.**
- **Health and Safety training.** This includes courses in manual handling, risk assessment, fire safety, first aid, Control of Substances Hazardous to Health 2002 (COSHH) for staff using chemicals, Legionella for Property Services Officers, Institute of Occupational Safety and Health (IOSH) Managing Safely for designated management positions and any other role specific health and safety requirements.
- **Corporate Training Courses** which the Council has identified as an essential requirement for all staff to attend. These courses will be commissioned by the People and Policy Team.

4.0 Roles and Responsibilities

- 4.1 Line managers should encourage their staff to undertake relevant training programmes.
- 4.2 Line managers have a responsibility to monitor and evaluate the effectiveness of learning for employees who have undergone training and development.
- 4.3 Line managers should ensure that employees implement the skills that they have gained through training.
- 4.4 Employees are required to take up the training opportunities provided.
- 4.5 Employees are required to share knowledge and skills acquired from attending training programmes.

5.0 Training and Development Needs

- 5.1 Training and development needs will normally be identified and agreed within the Performance Management Process.
- 5.2 Following the completion of the service area business plans, the line manager will conduct an Annual Appraisal meeting with each employee which will include the completion of an individual Performance Development Plan to identify the training needs for the employee for the forthcoming year.
- 5.3 A copy of the completed Personal Development Record will be forwarded to the People and Policy Team and placed on the employee's personnel file.
- 5.4 All Personal Development Records must be submitted to the People and Policy Team by the end of May.

- 5.5 The information from the Personal Development Records will be collated by the People and Policy Team by the end of June.
- 5.6 On the completion of the Personal Development Records analysis the appraising manager will be requested to provide supporting information (such as, need for the training, cost of the training (3-quotes) and training provider) to the People and Policy Team for the approval of the training needs request by the end of August.
- 5.7 Training funding will be agreed with the HR Manager and the Director or Head of the Service to formulate the Training and Development Plan for the forthcoming year.
- 5.8 Training funding will be given as a priority to; ~~Statutory compliance training~~, Health and Safety training, essential training to enable an employee to competently undertake their duties and Continuous Professional Development (CPD) training programmes.
- 5.9 The appraisal manager will receive confirmation of agreed training from the People and Policy Team by the end of September.
- 5.10 Additional training such as, training relating to changes in legislation or ~~continuous professional development needs~~, may be agreed throughout the year following the completion of a Training Bid Application Form and authorisation from the HR Manager.
- 511 All training and development programmes attended will be recorded by the People and Policy Team.

6.0 Paid Time for Training Courses

- 6.1 All training and development courses will be reimbursed at a standard day rate, that is, 7.4 hours (full day) and 3.7 hours (half day).
- 6.2 Payment for non-scheduled work day will be at flat rate, that is, 7.4 hours (full day) and 3.7 hours (half day) **for example, Operations staff attending training on a rest day will be paid at plain time.**

7.0 Training Expenses

- 7.1 The ~~Claim Form for Training Expenses~~ **Employee Training Agreement (Appendix B)** will need to include cost of the training, accommodation and travel expenses, **where applicable.**
- 7.2 All costs for training expenses will be paid via the employee's salary on completion of the ~~Claim Form for Training Expenses~~ **Employee Training Agreement (Appendix B)**. Use of the Council credit card or payments in advance will only be authorised by the HR Manager in exceptional circumstances, no expenses should be claimed through petty cash or Finance.
- 7.3 Travelling expenses (**where agreed**) will be paid at the rate of second class public transport rates, mileage rates will only be paid if more cost effective and where public transport is not practical, all normal home to work travel costs, should be initially deducted from the claim.
- 7.4 No subsistence allowance or expenses will be paid for lunch/evening meals.

7.5 Unless agreed in the Training Bid Application Form no costs will be reimbursed for the purchase of stationary, books and equipment for any training courses undertaken.

7.6 All expenses must be submitted within three months of attending of the training course.

8.0 ~~Training Application Bid From~~ Training Bid Application Form for training under £1000 (including expenses) – Appendix A

8.1 A Training Bid Application Form under £1000 (including expenses) can be authorised by the Director or Head of Service.

9.0 ~~Training Application Bid From~~ Training Bid Application Form for training over £1000 (including expenses) or professional qualification based course – Appendix A

9.1 Training Application Bid for over £1000 or professional qualification base course will be considered by the Management Team, the Chief Executive Officer will make the final decision.

9.2 The Training Bid Application must demonstrate how the training intervention will benefit the Council and the employee undertaking the course.

9.3 A maximum of one day paid time off per week can be approved as part of the Training Bid Application (excluding academic holidays).

9.4 Course work or marked assignments must be managed by the employee in their own time, although an extension to the flexitime scheme to support the employee may be agreed with People and Policy.

9.5 **Only one** Training Bid Application Form for training over £1000 or for a professional qualification based course can be submitted every three years, unless there are exceptional circumstances or specific service need.

10.0 Exams

10.1 The Council will pay for all exam costs and up to a maximum of one re-sit. Any expenses incurred in relation to further re-sits or costs relating to an exam must be paid by the employee.

10.2 Time off for exams up to the maximum of one re-sit is allowed on the basis of one day per exam plus one study day. Any time off must be agreed with the employee's line manager at least one week prior to the examination.

11.0 Repayments of Fees

11.1 If an employee resigns, or is dismissed from the Council, within a ~~two~~ **three** year period after completing a training course ~~over £1000 (including expenses)~~ or a professional qualification course, as agreed in the ~~Training Application Bid~~, **Employee Training Agreement - Appendix A**, **they** will be required to pay back the following amounts:

Within 0 – 2 years of completing -100% of costs

Between 2 – 3 years
Over 3 years

- 50% of costs
- 0% of costs

- 11.2 The employee remains responsible for the repayment of fees even if the course is not completed, with the exception of course cancellation, and must repay the full amount as paid by the Council.
- 11.3 In certain circumstances the organisation may wish to negotiate part funding with an employee, in which case the above mentioned conditions would remain for the percentage of financial commitment made by the Council.
- 11.4 There may be occasions in which course fees are waived due to unforeseen circumstances, for example, the employee's post is made redundant and redeployment was not possible, or an employee may retire from the Council due to ill health. Each case will be assessed on an individual basis in conjunction with the HR Manager and the relevant service manager.
- 11.5 Apprentices and fixed term training contracts are exempt from the repayment of fees.
- 11.6 In circumstances where external training is considered to be a significant benefit to the Council, as well as the employee, approval for the course fees to be paid in full by the Council may be sought from the Chief Executive. Requests must be made via the People and Policy Team prior to the commencement of a training course.

12.0 ~~Payment of Fees for a Professionally Qualified Officer~~ **Professional Body Membership**

- 12.1 The Council will pay fees for a ~~Professionally Qualified Officer~~ **Professional Body Membership** to an employee on completion of 12 months service with ~~Rossendale Borough~~ the Council and if the qualification is an essential requirement for them to be able to operate within the role as agreed under the terms of the Local Conventions of the Council's Job Evaluation Scheme:

~~Planner:~~ **Planning:** Member of the Royal Town Planning Institute

~~Accountant:~~ **Finance:** Member of the Consultative Committee of Accountancy Bodies

~~Building Control Officer:~~ Member of the Chartered Institute of Building Control

~~Human Resources Manager:~~ Member of the Chartered Institute of Personnel and Development

~~Environmental Health Officer:~~ Chartered Institute of Environmental Health

~~Solicitor:~~ **Legal:** Member of Law Society or member of ILEX

- 12.2 The payment will be made via the employee's salary on the submission of proof of payment to the professional body.
- 12.3 The Chief Executive Officer will have the discretion to pay professional fees to an employee that does not meet the above criteria.

13.0 Skills for Life

13.1 The Council is committed to supporting all employees to obtain a level 2 Qualification in Maths and English.

14.0 National Vocational Qualifications

14.1 The Council is committed in supporting all employees to obtain a vocational qualification in the relevant field of the employee's job role.

15.0 Non Compliance

15.1 An employee must make every effort to ensure that the training course criteria is fulfilled. Failure to do so may result in the instigation of the Council's Capability Procedure.

15.2 For any position where a qualification is an essential requirement of the post, failure to gain **and/or maintain** the qualification within a reasonable time frame may result in the Capability Procedure being invoked and could ultimately lead to dismissal.

15.3 Failure to attend the training course or follow the Council's absence reporting procedure may result in formal action being taken in accordance with the Council's Disciplinary Policy.

16.0 Review of the Policy

16.1 This policy will be reviewed every three years or as legislation requires in consultation with the Council's recognised Trade Union.

APPENDIX A

TRAINING BID APPLICATION FORM

Name	
Job Title	
Service Area	
Contact Number	
Title of Course	
Provider <i>(Code for Procurement)</i>	
Date(s)	
Course Fee	
Travel	

JUSTIFICATION STATEMENT FROM MEMBER OF STAFF

Signed _____ **Applicant** **Date** _____

*Please complete with reference to the **Training & Development Policy**
By signing this form, you acknowledge that you have read and understood this policy document*

JUSTIFICATION STATEMENT FROM SERVICE MANAGER

Signed _____ **Service Manager** **Date** _____

Please complete with reference to the **Training & Development Policy**
By signing this form, you acknowledge that you have read and understood this policy document

People & Policy Team Admin

Agreed HoS & Date	Supplier on Procurement	Course on Procurement	GRN



APPENDIX B

EMPLOYEE TRAINING AGREEMENT

Rossendale Borough Council is committed to the development and training of all its employees. The organisation will support through negotiation, funding and or time for training. However, Rossendale Borough Council expects that employees will:-

- a. Complete the designated training;
- b. Use the training to benefit the organisation.

Rossendale Borough Council expects a certain commitment from its employees in return for the commitment to provide training for staff. The following outlines the agreement between Rossendale Borough Council and employees embarking on financially supported training:-

- If an employee does not complete funded training they will pay back 100% of the total cost of the course;
- If the employee leaves the employment of the organisation within 0 - 2 years from completion of the training they will pay back 100% of the total cost of the course;
- If the employee leaves the employment of the organisation between 2 - 3 years of the completion of their training, they will pay back 50% of the total cost of the course;
- If the employee leaves the employment of the organisation following 3 years' service after the completion of their training, there will be no charge for training received;
- In certain circumstances the organisation may wish to negotiate part funding with an employee, in which case the above mentioned conditions would remain for the percentage of financial commitment made by Rossendale Borough Council.

NB. Deductions from wages

Rossendale Borough Council reserves the right to withhold salary or to make a deduction or deductions from your salary in respect of such matter as (without limitation) failure to adhere to the Employee Training Agreement - return property issued to you, money owed by you to Rossendale Borough Council in respect of services received by you, overpayment of remuneration or expenses, unauthorised absence from work or to satisfy an order by a court or tribunal or statute requiring the payment of any amount by you to Rossendale Borough Council.

When Rossendale Borough Council intends to make any such deduction, save in relation to a final salary payment, you will be notified in advance and invited to make any representations you may wish about this matter, including the frequency and amounts of the deductions.

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APPENDIX B

Training Agreement

This contract is between Rossendale Borough Council and _____
who has been accepted onto (*insert course name*) _____

Commencement Date _____

Expected End Date _____

Rossendale Borough Council agrees to cover the following costs:-

Course Fees £ _____

Professional Membership £ _____

Examination Fees £ _____

Books and Materials £ _____

Travelling Expenses £ _____

Accommodation Fees £ _____

Total Cost £ _____

You will not be required to repay the cost of time allowed away from work.

In acknowledgement of the above financial commitment by Rossendale Borough Council, I the undersigned agree to the following;

If my employment is terminated for whatever reason (excluding redundancy) or I fail to complete the course, this training contract will cease. I will reimburse Rossendale Borough Council for all of the above training costs subject to the following;

- If I do not complete the funded training course I agree to repay 100% of the total cost of the course

- If I leave the employment of the organisation within 0 - 2 years from completion of the training I will repay 100% of the total cost of the course
- If I leave the employment of the organisation between 2 - 3 years of the completion of the training, I will repay 50% of the total cost of the course
- If I leave the employment of the organisation following 3 years' service after the completion of the training, there will be no charge for training received

In the event of this clause being enforced, I authorise deduction of these monies from my final salary payment.

I have signed in acceptance of the above agreement.

Signed _____ Date _____
(Employee's name)

*(Please complete with reference to the **Training & Development Policy**. By signing this form, you are acknowledging that you have read and understood this policy document)*

Signed _____ Date _____
(Line Manager)

Signed _____ Date _____
(HR Manager or Senior Manager)

A copy of this agreement will be retained on your personnel file with the People and Policy team. You should also retain a copy for your own records.

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CLAIM FORM FOR TRAINING EXPENSES

Name:	
Employee No.	

1. Training expenses should be approved prior to spend
2. Appropriate receipts must be attached to this form
3. The claim form must be signed by both employee and Line Manager
4. Falsification of these details is a disciplinary offence and may constitute gross misconduct
5. If the form is incomplete or not correctly verified, then it will be returned to you and will not be processed
6. The terms and conditions are as specified in the Training and Development Policy on the intranet or is available from People and Policy
7. Claims must be made within three months of their being incurred or they will not be paid

DATE OF EXPENSE (dd/mm/yy)	DETAILS / PURPOSE (Indicate - Type of transport, car parking, accomodation, subsistence etc)	EXPENSES SUBJECT TO VAT (EXCL VAT)	VAT	EXPENSES NOT SUBJECT TO VAT
		£0.00	0.00	0.00
			TOTAL	0.00
Signed by Employee			Date	
Certified by Head of Service			Date	

Certified as a true and correct record

The expenses claimed have been incurred in undertaking training whilst in the service of Rossendale Borough Council

Signed by Employee _____

Date _____

Certified by Line Manager _____

Date _____

Accepted & Authorised by Payroll _____

Date _____

APPENDIX D

TRAINING & DEVELOPMENT

