

Rossendale Borough Council

Summary of Changes to the Training and Development Procedure - September 2016

Introduction

The Council's Training and Development Procedure was last reviewed in June 2014. Slightly ahead of the planned review of this policy, in 2017, the Council has taken the opportunity to refresh the document as part of a wider review of Council policies. Below is a summary of the main amendments to this document.

Summary of amendments

1. Section 11 – Repayment of Fees has been updated
2. Section 13 - Skills for Life has been updated
3. Section 14 - National Vocational Qualifications has been updated
4. Appendix B – Employee Training Agreement has been updated
5. Appendix C – Claim Form for Training Expenses has been updated
6. Appendix D – Training and Development Flow Chart has been added