



Policy – Staff Training and Development

Definition

All Saints' PCC recognises the importance of Staff competence, commitment and capacity to change fundamental to the successful achievement of the Churches current ministry and future aims. In support of this recognition, this policy defines how All Saints' PCC will conduct staff training and development.

Requirements

1. Introduction

Employees can expect to receive relevant training and development, as appropriate, and when within the PCC's overall strategy and budget constraints.

Training and development needs will be primarily discussed at the staff members annual review and any request will then be subsequently considered for approval by the employees Team Leader, Vicar and/or Church Operations Manager.

2. Induction training

All staff, on joining All Saints' Church, will be provided with the basic knowledge and skills needed to carry out their job. This will include some introduction to the work of the Church as a whole, so that they can see their job within context, an explanation of the various policies and procedures which affect them directly and more detailed training in their particular work area if appropriate and where relevant. This induction and Policy Introduction training will normally be given within an appropriate time scale of taking up a position at All Saints'. This training will normally take place during normal office hours. All staff will receive training in health and safety as part of their induction.

3. Continuing training

All staff may expect to receive continuing training to enable them to operate effectively in a changing environment, to acquire new skills, and to meet perceived needs. Such training may take various forms: External formal courses; one-off internal sessions; one-to-one discussions with other staff; staff meetings; visits to related institutions; e-learning etc.

Staff development, too, will often take place on the job, for example by carrying out particular projects under supervision or by undertaking a new responsibility.

4. Identification of training needs

All staff will have at a minimum an annual performance and development review, this provides a forum to discuss what objectives should be set, and a review of the previous year's objectives, it is also an arena to discuss their training and development needs. The review attendees will be the staff member, Team Leader and a representative of the staff management review team. The details of this review are recorded on the form COM09 Staff Review, and held on file

In addition any member of staff may discuss with their team leader at any time, a training need of which they become aware, or a course they see advertised which they consider would be valuable to their work or development. Each request will be considered on its own merits.

5. Training records

In order to monitor the implementation of this policy and to help staff to monitor their own progress, a record of the training undertaken by each member of staff will be maintained and recorded on form COM08 Staff Training Record, this will be held on file, a copy if requested will be issued to the employee.

EXAMPLE

STAFF TRAINING RECORD – COM08			
Name and Job title:			
Employment Start Date:			
Please attach copies of any relevant certificates for both previous and any subsequent training:			
Training Undertaken	Date	Signed Employee	Signed Supervisor
Induction			
Pol_02 Drivers Bank			
Pol_03 Smoke Free			
Pol_04 Children and youth			
Pol_05 Health and Safety			
Pol_06 Lone working			
Pol_08 Display Screens			
Pol_09 Staff Training			
Pol_10 Safe Use of Chemicals			
Pol_11 Working at Heights			
Pol_12 Food Hygiene Internal			
Proc_01 Disclosure			
Proc_03 Risk Assessment			
Proc_04 Fire and Evacuation			

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