



## **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 and Vicar.

#### **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.

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#### **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

<b>STAFF TRAINING RECORD – COM08</b>			
<b>Name and Job title:</b>			
<b>Employment Start Date:</b>			
<b>Please attach copies of any relevant certificates for both previous and any subsequent training:</b>			
<b>Training Undertaken</b>	<b>Date</b>	<b>Signed Employee</b>	<b>Signed Supervisor</b>
Induction			
Health and Safety Proc_05			
Smoke Free Pol_03			
Children and Youth Pol_04			
Lone Working Pol_06			
Food Hygiene Pol_07			
Display Equipment Pol_08			
Disclosure Proc_01			
Fire and Evacuation Proc_04			

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No	Policy Document Change History	Date	Who
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