



Staff Training & Development Policy

Reviewed	Date of Next Review	Responsibility
September 2024	September 2025	Head of HR

Our Mission:

'To enable young people to live and work without barriers'

Our Values:

- **Teamwork** – we hold ourselves and each other to account and are better when we work together
- **Compassion** – we act with trust, honesty and kindness in everything we do
- **Inclusion** – we treat each other fairly and with respect
- **Innovation** – we encourage thoughtful, creative and aspirational ideas
- **Pride** – we encourage each other to be proud of who we are and what we do

1. Introduction

- 1.1. It is the policy of Fairfield Trust (FT) to create and identify learning and development opportunities for all staff to enable the organisation to achieve its vision, aims and objectives. Equally, the Trust endeavours to support staff to reach their full potential while encouraging a culture of continued development and professional progression within the organisation.
- 1.2. Therefore, the Trust will provide advice, opportunities, facilities and budgeted financial support to enable staff:
 - to acquire the skills, knowledge and related qualifications needed to effectively perform the duties and tasks of employment.
 - to develop their potential to meet the future needs of the Trust and students.
 - in exceptional circumstances, to develop knowledge and skills beyond the immediate requirements of the organisation.
 - to support staff in meeting the responsibility for their own continuing development.
- 1.3. All training and development activities will be planned and training records will be maintained via the HR MIS system. Feedback will be reviewed to determine how training methods can be improved and to ensure so far as is practical, maximum benefit is obtained from the resources allocated to training.
- 1.4. Training and development activities will be agreed, monitored and evaluated by the Principal. All managers are responsible for ensuring their staff receive training to improve current and future performance, while ensuring that the needs of young people continue to be met to the highest standards.
- 1.5. Training may be provided through attendance at courses, conferences, coaching, job rotation, webinars, forums, secondment, shadowing or other suitable means. The process for all training requests is to raise a Training Request Form through the HR MIS system.
- 1.6. Training needs will be identified by managers during 1:1s and Yearly reviews or training may be suggested by staff members to support their own professional development. Some training needs may be determined by changes in legislation.
- 1.7. This policy applies to all employees, including part-time and temporary staff and respects the policies of the Trust in all matters of diversity and equality.
- 1.8. Approved training funded by the Trust is a benefit to staff in terms of professional qualifications. Therefore, commitment is required from staff to maintain their personal development.
- 1.9. Some training subjects will be covered on a three-year rolling programme, e.g. First Aid, with annual refresher sessions and Safer Recruitment.

Unqualified Learning Support Staff will attend the Trust's Level 3 Award in Education and Training. Unqualified Tutors will attend the Trust's Level 5 Diploma in Education and Training (Ascentis).

2. Training assessment

- 2.1. Managers will be responsible for ensuring that training requirements are assessed for individual and collective needs within their areas of responsibility, taking into account any budgetary estimates. This should be carried out annually.
- 2.2. Training needs will be identified specific to job role and managers will ensure that staff receive the minimum training requirement for the role as set out in the Trust's Staff Training Matrix (Appendix B).

3. Induction & Mandatory training

- 3.1. Induction will be overseen by the HR Officer. The programme outline is at Appendix A.
- 3.2. The HR Team shall attend face to face safer recruitment training to ensure the induction process is compliant and the Head of HR shall ensure that this is kept up to date accordingly.
- 3.3. Training that incurs a cost over £250.00 must have prior approval from SLT.

4. Payment/ time off for training

- 4.1. Approved training undertaken during work time, will not incur additional salary payment and staff will continue to be paid their full salary in the usual way.
- 4.2. Staff should inform their line manager at least one month in advance if they are due to attend an approved training course during work time, so that cover may be arranged. Failure to provide adequate notice, may result in attendance being cancelled.
- 4.3. Approved training that will be undertaken during an employee's non-working time, will not usually incur additional salary payment unless this has been expressly discussed and agreed with the line manager in advance.
- 4.4. Attendance at internal Staff Training Days is compulsory and as such, is written into employee terms of employment. Where attendance is outside of the individual's usual working week, this will be paid at the employee's usual hourly rate via an overtime claim. Internal Staff Training Days will be planned in advance and set out on the college Academic Planner.

5. Training expenses

- 5.1. Reasonable travel and subsistence expenses will be reimbursed for training courses. It is the responsibility of the employee to ensure that receipts are retained and provided in support of all expense claims. Failure to provide such information may result in the claim being delayed or discarded.

- 5.2. If accommodation or travel costs must be paid in advance, the employee should discuss this with their line manager to make the necessary arrangements.

6. Training evaluation

- 6.1. A Training Evaluation Form should be completed by all staff who have attended a training course to obtain feedback on the benefits of the training undertaken. Training Evaluation Forms are available on the HR MIS system.
- 6.2. All staff attending courses will also be asked to give verbal feedback by cascading information to other staff, usually at staff training days.
- 6.3. Training will be followed up through Yearly Review meetings to ensure that the content and new skills have been embedded into work practices and procedures.

7. Governance, leadership and management development

- 7.1. This type of training will be identified by the SLT or may be requested by an individual to meet the needs of the organisation and for personal development.
- 7.2. Induction training for Trustees will be arranged by the PA to the SLT and Trustees. Any additional training required for Governance or requested by Trustees will be approved by the Chair of Trustees.
- 7.3. The Trustee for Safeguarding shall complete the Annual Certificate in Safeguarding for Governors and Trustees.

8. Apprenticeships

- 8.1. Staff who wish to carry out a long term course of study via an apprenticeship programme should discuss this with their line manager in the first instance. If the line manager agrees the request, the apprenticeship should then be requested via a Training Request Form.
- 8.2. Due to the time commitment required, all apprenticeship training requests must have prior SLT approval. Requests for apprenticeship programmes will be considered on an individual basis and aligned with the business needs of the organisation.
- 8.3. It will be the responsibility of the employee to ensure they comply with the requirements of the apprenticeship programme including meeting deadlines for completion.
- 8.4. Failure to complete the programme within the allocated timeframes will require discussion with the employee's line manager and course tutor and may result in the programme being ended. This may result in a cost to the employee and shall be at the discretion of the SLT.
- 8.5. The organisation will comply with its responsibilities under the apprenticeship agreement in relation to 'off the job' training.

- 8.6. Requests to end the course of study early will require discussion with the course tutor and the employee's line manager. This may result in a cost to the employee and shall be at the discretion of the SLT.
- 8.7. Requests for occasional, reasonable time off from work to complete studies in relation to an apprenticeship programme may be agreed with prior manager approval.

BY ORDER OF THE BOARD

Tamasin Jones
Head of HR

September 2024

Appendix A

General Induction – all staff prior to commencing duties:

- Tour of site(s) if not completed at interview
- Mission Statement, values and college ethos to include a 30-minute discussion with CEO about the Trust's values
- Mandatory completion of Level 1 Safeguarding Everyone, Cyber Security and Prevent training (online) prior to employment start date
- Code of Conduct to include Low Level Concerns reporting process
- Explain student funding, inspection bodies and legislative requirements
- Overview of staffing structure across sites
- Overview of SchoolPod and HR MIS system
- Issue Safeguarding/Child and Adult Protection policies including how to report low level concerns about adults/safeguarding concerns and/or disclosures/allegations, identifying Designated Safeguarding Lead and Deputy Designated Safeguarding Lead
- Issue college policies and procedures, to include Staff handbook, Safeguarding and Child Protection Policies and Behaviour Policy, with information on how to access and sign
- All staff must read and sign Keeping Children Safe in Education Part 1
- Signpost to Social Media Guidance and advise staff regarding online security and privacy settings (Harmful Content Reporting Tool)
- Issue the Trust's Safeguarding procedures information booklet
- Health and Safety procedures
- Emergency Evacuation procedures
- Fire Safety procedure and evacuation instructions
- Yearly Reviews, 1:1s and Probation process
- Where possible, new employees will "shadow" an experienced member of staff until they and managers feel confident, they are ready to work unsupervised
- Employment contract/Terms of employment to include pension

Appendix B

- Staff Training Matrix (Sharepoint)

<https://ffc365.sharepoint.com/:x:/r/sites/hr/Documents/HR%20Reports/Computory%20Training/FFT%20Training%20Offer/FFC/Education/FFC%20Education%20Training%20Offer%202024.xlsx?d=w0f3628a0d0a3476cba2c49b928905511&csf=1&web=1&e=VAWa9A>