

# ANGEL COMMUNITY CANAL BOAT TRUST



## TRAINING AND DEVELOPMENT POLICY

Approved 27.11.12

### 1. OBJECTIVES AND PRIORITIES

#### 1.1 The purposes of training for ACCT staff, volunteers and management committee.

1.11 ACCT has a commitment to the career and personal development of all of those involved (whether as staff, managers or volunteers) in the work of ACCT.

#### 1.2 Training and ACCT's objectives

1.21 ACCT's is a small organisation but is committed to equipping all staff, managers and volunteers with suitable training and skills to carry out their tasks effectively and in accordance with the objectives of ACCT.

#### 1.3 ACCT's staff training budget

1.31 A sum will be provided for in each annual budget for training, allowing for the severe pressure on ACCT's budget but also our commitment to training.

#### 1.4 Assessment of staff training need

1.4.1 Individual training needs will be assessed through discussion during regular supervision sessions that all staff have with the chair of the trustees and at management committee meetings when they are present. Discussions around training needs should be a core part of each supervision session and the training received by each staff member should be annually reviewed.

1.4.2 Requests to attend training courses or conferences will be cleared with the staff member's line manager and any expenditure must be properly sanctioned.

#### 1.5 Training priorities and criteria

1.51 Whilst wishing to allow the most flexible use of individual staff training budgets, ACCT will prioritise:

- core training as appropriate dependent on role to include safeguarding, safer recruitment and integrated working
- work related training or training that is of direct relevance in improving the performance of ACCT staff in carrying out the different aspects of their job descriptions or addressing issues of direct relevance to ACCT's operations.

1.52 Staff will however be encouraged to take up training possibilities around areas of personal growth or interest where this is appropriate and does not



conflict with other more direct training needs as identified by line managers.

1.53 An important criterion will be the impact of the time spent training on the individual staff members ability to carry out their own job description and manage their own workload as well as the impact on other staff who will be expected to cover for them while they are absent.

1.54 All ACCT staff, volunteers and management committee members will have core training, as appropriate depending on role, in safeguarding, safer recruitment and integrated working as set out in the Single Personnel Record.

## **2. EQUAL OPPORTUNITIES CONSIDERATION**

2.1 ACCT will strive to prioritise training opportunities for ACCT staff, volunteers and management committee members who have traditionally missed out on such opportunities.

2.2 ACCT will seek to facilitate attendance at conferences and training events by staff with children or other dependents. This will be achieved by approving expense claims for childcare, crèche provision etc. and in other ways as necessary.

2.3 ACCT will continue to promote training that furthers equality of opportunity or helps individuals and voluntary groups challenge oppression and oppressive behaviour. Staff, volunteers and management committee members will be encouraged to attend such training and suitable programmes will be included in ACCT's Annual Training Programme.

2.4 ACCT staff and management committee members who might be involved in recruiting staff for the Organisation will be encouraged to attend an Equal Opportunities recruitment course.

## **3. IN-HOUSE TRAINING**

3.3 ACCT will strive to provide an induction session to all new management committee members shortly after each AGM. (See ACCT's Induction Policy)

## **4. EXTERNAL TRAINING**

4.1 ACCT will encourage staff, volunteers and management committee members to attend courses run by outside agencies in line with development agreed at supervision and in appraisals.

4.2 ACCT will keep training information course brochures readily available at ACCT's offices.

## **5. TRAINING FOR QUALIFICATIONS**

5.1 ACCT will encourage staff to undertake training for relevant qualifications,



- 5.2 Reasonable time off for training and portfolio preparation will be allowed after discussion with line managers.
- 5.3 Regular support and reviews of progress will be made as part of staff supervision sessions.