

LEEDS BLACK ELDERS ASSOCIATION



EMPLOYEE AND VOLUNTEERS TRAINING POLICY

Leeds Black Elders Association (LBEA) Staff and volunteers training policy is primarily designed to satisfy and maintain its need for the organisation, which has the knowledge, skills and potential necessary for the effective and efficient delivery of its services and to develop the competency of its people to develop a more highly skilled and flexible human resource.

Competency is defined as the employee's and volunteers skills, knowledge and attitudes and the fit of those to the requirements of the job. Both personnel competence and job requirements are viewed as dynamic, they will evolve over time.

Objectives:

- To encourage employees and volunteers in their personal and professional development and to assist them where necessary to maintain high levels of competency in their respective positions and vocations.
- To provide development opportunities via a range of sources including training conducted by recognised training providers, training/coaching in specific skill areas provided by designated staff, on the job training by managers and team leaders, and approved tertiary studies.
- To provide assistance to employees and volunteers where a course of study can be demonstrated to enhance their competence, and is of demonstrable benefit to LBEA's service provision and the employee's and volunteers ability to fulfil their position requirements.
- To facilitate the development of an Individual Training Plan and development processes to the current and future skills requirements of LBEA and the career developments of the individual.

Policy:

1. Attendance at training is to be authorised by the Management Committee through the Director/Manager prior to the training being arranged.
2. The Individual Training needs will be reviewed during the induction period and in conjunction with the individual's annual appraisal process.
3. Participation in skills training is not always compulsory; however employees are expected to maintain their standard of competence in all areas, which form part of their current role.
4. Participants participating in training activities should display a high degree of commitment.
5. Employees and volunteers are expected to participate and comply with training requirements with regard to The Health and Safe at Work Act and must cooperate with LBEA to comply with occupational Health and Safety requirements.
6. It should be acknowledged that training is of mutual benefit to both LBEA and the individual. In recognition of this fact it is reasonable that in some instances both parties make a contribution towards achieving this goal.
7. LBEA reserves the right to vary this policy.