



Training and Development Policy

Scope

This policy applies to all full time or part time employees of Evergreen Care UK (ECUK) and all volunteers. (It may also cover clients and their families when considered appropriate and beneficial). It does not cover contractors or consultants.

Policy brief and purpose

Evergreen Care UK is committed to the training and development of all staff and volunteers. ECUK recognises that this is vital for the growth of the organisation and that well trained staff and volunteers are its greatest asset without whom the aims and objectives of the organisation would not be achieved. ECUK also acknowledges that training and development builds confidence, improves staff morale, reduces staff turnover and shows a commitment to staff and volunteers.

A robust Training and Development Policy can also be an asset to the 'Brand' and encourage potential new recruits.

An annual training and development budget will be included in business planning as well as the allocation of time for this purpose.

As a charity ECUK funds will always be restricted and it will strive to maximise any investment in training by sourcing free training, joint training with partners and the use of 'Gift in Kind' providers.

Training may be directed at an Individual, team or organisational level.

Training needs will be identified via business planning and ECUKs Appraisal procedure (appendix 1) and contribute to the annual training plan (appendix 2), which includes Mandatory training.

The performance appraisal procedure is a formal process centred on an annual meeting of each employee and their line manager to discuss his/her work.



The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with organisational goals and objectives.

In addition, 'Mandatory' training will always be included in the annual training plan.

Training and development needs may be addressed by:

- Formal training sessions (possibly in partnership with similar/partner organisations)
- Inductions (all staff and volunteers are required to attend the Evergreen Induction within a year of commencement, these are held quarterly)
- Employee coaching/mentoring
- On-the-job training
- Job shadowing
- Participation in conferences
- Cascading (sharing)
- Online courses
- Subscriptions/educational material/individual study

Training will be monitored and evaluated, and 'true' costs recorded. It is important to keep these records on an ongoing basis to enable monitoring of courses provided and action that should be taken to improve the standard of training provision.

Training will be recorded on individual's personnel records.

In exceptional circumstances ECUK reserve the right to recoup training costs from an individual if they leave their employ within a stated period having received the benefit of expensive training. This will be made clear to the individual at the onset of the training.

In addition, ECUK will offer Pastoral care and work towards regular supervision of all staff and volunteers to complement the Appraisal Procedure and support continued Professional Development.