

Training & Development Policy

Purpose and Scope

Rotunda Ltd is committed to ensuring that all staff and volunteers have access to learning, development and training opportunities which will enable them to be suitable knowledgeable and skills to carry out their role within the organisation, and to develop their talents in a way that fit with the organisations development to meet its strategic objectives.

Aims

The main aim of this policy are to:

- Ensure that employees and volunteers are supported and enabled to meet the changing demands of the organisation and its service users so that the organisation achieves its strategic objective.
- Facilitate employee/volunteer development and/or personal development though assisting them to broaden, deepen and thereby further enhance their existing skills base.
- Provide a working environment where continuous learning and development take place that help staff to gain enjoyment from their roles, increase motivation and enhance staff retention.

Equal Opportunities

The organisation is committed to ensuring equality of learning opportunity, hence no employee or volunteer will be excluded from learning on the grounds of gender (including gender reassignment), age, marital status, disability, racial grounds (race, colour, nationality – including citizenship – ethnic or national origin), sexual orientation, religion or belief, responsibility for dependents, trade union membership or employment status. Part time and fixed term employees will have equal access to learning and development opportunities appropriate to their post, and volunteers will be given access to relevant training.

Employees

Rotunda Ltd believes that employee development is most effective when the individual employee takes responsibility for identifying any opportunities for self-development which will enhance work performance through increased skills and knowledge. Learning needs and opportunities will also be identified though the support, supervision and appraisal process, and through internal assessments to meet business need. We expect all employees to also take a proactive approach to furthering organisational wide learning and development.

The CEO should be notified of all learning undertaken for inclusion in a central register. This should also include top level comments on the quality and cost effectiveness of training from participants, which is made available to all staff when considering booking training.

Line Managers

Line managers are responsible for assisting staff and volunteers to identify learning needs and for ensuring that they review these with staff on a regular basis during support and supervision sessions. The employees' log of learning should also be discussed at these sessions. Line managers have a responsibility to monitor and evaluate the effectiveness of learning for employees who have undergone training and development. Line managers should then ensure that employees implement the skills that they have gained through training and ensure that feedback on training is shared with the organisation via the central log of learning.

Chief Executive and Trustees

The co-ordination of the learning and development process is the responsibility of the Chief Executive. Who will ensure that evaluation of learning activities is undertaken annually by liaising with line managers and report this to Trustees.

The Board of Trustees is responsible for agreeing the learning and development budget on an annual basis – a minimum of 1% of the annual budget will be allocated to this. The learning budget is controlled by the Chief Executive with subsequent allocation monitored with the senior management team.

Trustees also have a responsibility to attend appropriate training in order for them to perform their legal duties.

Options for learning & development may include:

- On the job learning including learning from other members of staff via job shadowing, mentoring, in house skills sharing, staff away days etc.
- Secondments and placements/visits to other organisations
- Setting up job development opportunities such as public speaking, in house presentations at team meetings
- Attending internal or external training days/workshops
- Attending conference, forums
- An external course of study
- Web based e-learning
- Self-directed study – such as books, manuals, online information
- Rotunda Ltd is committed to sharing the learning and lessons gained by staff and volunteers throughout the organisation. This will be accomplished in a number of ways:
 - Giving time in team meetings to share core lessons from training
 - Networking with partners and same sector organisations and incorporating their literature, reports and research documents into office resource libraries.

Key Professional and Skills Based Learning

The organisation aims to prioritise learning that focuses on areas which:

- Enable us to fulfil our strategic objectives

- Pertain to any organisational statutory/contractual obligations
- Are essential in order to generate and maintain income
- Enable effective responses and management of legislative changes
- Ensure IT skills meet business need
- Are essential to ensure the quality of service provision
- Enable employees to meet their responsibilities in completing continuous professional development required by relevant professional bodies
- Enable management development in relation to those who have managerial/supervisory responsibilities

Core Mandatory Learning

There are specific areas of learning which are essential for all employees and cover a rolling programme of needs which have been identified as part of a continuous programme of learning and development. Core mandatory learning will therefore cover the following areas:

Induction

All new employees are given a timely programme of induction including introduction to all policies for the organisation. This is an essential part of staff learning and development, and integration into the working environment. It is important that all employees are given opportunities to enhance their ICT skills base. The organisation is committed to ensuring that all employees have competent grounding in the use of ICT in the wider context of their professional roles. Employees are positively encouraged to become familiar with email and other electronic facilities and computer software packages at their disposal. Initial information and training will be provided on commencement of the role or when any technology changes occur.

Recording, Monitoring and Evaluating Learning

The Chief Executive is responsible for ensuring that a central record of employee learning is created and maintained, and that all learning and development activities are monitored and evaluated in terms of suitability, effectiveness and value for money.

Line Managers have responsibility for reporting on the effectiveness of any staff development programmes to the Chief Executive at the Senior Management Team meeting.

Performance Management

Performance management is an ongoing communication process, which involves both the line manager and their employee in:

- Identifying and describing essential job functions and relating them to the strategic and operational objectives of the organisation
- Developing realistic and appropriate performance standards
- Giving and receiving feedback about performance

- Participating in constructive performance appraisals
- Planning learning and development opportunities to sustain, improve or build on employee work performance
- Regular meetings/communications between staff and line manager facilitates this process.

Appraisals

Annual appraisals are an essential component of Rotunda's performance management framework and are supported by regular support and supervision session between line managers and their employees throughout the course of the year. The appraisal scheme allows for every employee to be formally appraised with their line manager through a structured discussion on work performance over the previous year and which, must also incorporate the employees learning and development needs for the following year. It is an opportunity to build on strengths and address areas, which required support, thereby enhancing the potential skill base of the individual employee.

Rotunda Ltd has a culture of effective information mentoring on an ongoing basis, this is based around continuous support. The formal aspects to this however are:

- Supervision sessions are held at a maximum of 8 weeks intervals between all staff and their line managers on an individual basis.
- A full annual appraisal is then carried out by line managers through discussion with each employee on an annual basis.
- A personal development plan for the year is then created.

Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	11 th May 2024	Annual	12 th May 2025	