



New Leaf Triangle

Employee Training and Development Policy

Policy brief & purpose

Our **Employee Training and Development company policy** refers to the company's learning and development programs and activities.

Employees need to replenish their knowledge and acquire new skills to do their jobs better. This will benefit both them, the company, our clients and our animals. We want them to feel confident about improving efficiency and skills, as well as finding new ways towards personal development and success.

Scope

This policy applies to all permanent, full-time or part-time employees, as well as sessional employees of the company. Volunteers may be asked to carry out occasional training at their manager's discretion. This policy doesn't cover supplementary employees like contractors or consultants.

Policy elements

Employees and Directors should all collaborate to build a continuous professional development (CPD) culture. It's an employee's responsibility to seek new learning opportunities. It is the Director's responsibility to coach their teams and identify employee development needs, as well as to facilitate any staff development activities and processes.



What do we mean by training and development?

In general, we approve and encourage the following employee trainings:

- Formal training sessions
- Employee coaching and mentoring
- Participating in conferences or visiting other centres
- On-the-job training
- Job shadowing
- Peer observation

As part of our learning and development provisions, we can also arrange for subscriptions or educational material, so employees will have access to news, articles and other material that can help them become better at their job. There are two conditions for this:

- Subscription/Material should be job-related
- All relevant fees should not exceed a set limit set by Directors as part of the yearly budget

This list doesn't include software licences or other tools that are absolutely necessary for employees' jobs.

Individual training programs

Employees will have an appraisal with a Director once per year, where the Directors will help employees to create goals for themselves for the next 12 months and consider how to reach these. These will be reviewed with Directors in 1-1 supervisions, at intervals throughout the year to assess if further training or support is needed.

All training should consider what employees need and how they can learn best. This is why, we encourage employees and managers to consider multiple training methods like workshops, e-learning, lectures and more.



Training that is mandatory for the employee's role will be fully paid for by the company, including paying the employee for the time spent at the training session.

Some training will be optional. In these cases, employees will be offered support to complete the training and the course fees will be paid for by the company, however the employee would complete some or all of the training in their own time. For some external courses (such as BHS stages or teaching qualifications) employees will need to sign an agreement with New Leaf Triangle that includes repayment terms should the employee fail to complete the course or leave NLT within a certain amount of time after the qualification. These details can be found on the agreement letter and are specific to each qualification.

Occasionally the company may agree for employees to have unpaid time off to pursue a particular training interest of theirs, which the employee will pay for entirely. This is to be at the Director's discretion.

Mandatory training

Due to the nature of our provision where we work with children and vulnerable adults, as well as animals, there is a range of training that is mandatory to ensure the health, safety and welfare of all parties. The company will cover the entire cost in these cases. Such training may include:

- Safeguarding children and adults
- Health and Safety
- Animal Care (animal welfare, behaviour, handling, first aid, feeding guidance, training, hygiene, disease prevention and control for all species at New Leaf Triangle) **NOTE:** It is imperative that sufficient numbers of people who are competent must be available to provide a level of care to all animals that ensures that the welfare needs are met. The licence holder or a designated manager and any staff employed to care for the animals must have competence to identify the normal behaviour of the species for which they are caring and to recognise signs of, and take appropriate measures to mitigate or prevent, pain, suffering, injury, disease or abnormal behaviour.
- Team Teach positive behaviour support

Some members of staff may be required to complete additional mandatory training as they become more experienced. This may include, but it not limited to:



- First aid
- Fire warden training
- Mental health awareness
- Autism awareness
- Attachment disorder awareness

Training will be carried out by internal or external experts, which are fully accredited and experienced to deliver such training. When training is carried out internally, the trainer's certificates are reviewed and copies stored by the Directors.

In addition, the Directors will be responsible for:

- Training and inducting new employees
- Training teams in company-related issues (e.g. new systems or policy changes)
- Training employees to prepare them for promotions, transfers or new responsibilities

Employees won't have to pay or use their leave for these types of trainings. Attendance records may be part of the process.

Other types of training

Both employees and Directors are responsible for continuous learning. Employees should show willingness to improve by asking for direction and advice. Directors should do the same, while encouraging and mentoring their subordinates.

Employees and Directors are responsible for finding the best ways to CPD. They can experiment with job rotation, job shadowing, peer observations, and other types of on-the-job training (without disrupting daily operations). We also encourage employees to use their rights for self-paced learning by asking for educational material and access to other resources within allocated budget.

General guidelines:



- *All eligible employees are covered by this policy without discriminating against rank or protected characteristics.*
- *Directors should evaluate the success of training efforts. They should keep records for reference and better improvement opportunities.*
- *All employee development efforts should respect cost and time limitations, as well as individual and business needs.*
- *Employees should try to make the most out of their trainings by studying and finding ways to apply knowledge to their work.*

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