

PO211 TRAINING AND DEVELOPMENT POLICY AND PROCEDURE

Policy

Introduction

CVS Falkirk acknowledge that their employees need to replenish their knowledge and acquire new skills to do their jobs better. This will benefit both them and the organisation. We want them to feel confident about improving efficiency and productivity, as well as finding new ways towards personal development and success.

Employees and their line managers should collaborate to build a continuous professional development (CPD) culture. It is both the employees and the line managers responsibility to seek new learning opportunities and to identify learning needs.

Procedure

Staff will be given the opportunity to discuss training and development needs at their routine support and supervision meetings with their line manager.

At support and supervision meeting an employee can request specific training courses to their line manager and discuss what benefits the training will bring to their position. However the line manager may also request that an employee undertake training they think will improve their knowledge and help with their role. Line managers will approve relevant training but also have the right to decline training not deemed appropriate.

Alternatively an employee may be working on a specific project or piece of work and may feel that they will benefit from further training to be able to deliver the best results. This should also be discussed with their line manager.

Once training has taken place employees should log the training details in their work plan reporting documents. The original copy of any certificates received from the training courses should be placed in personal file.

Related Policies:

Related Documents: DO3 CPD Log
DO8 Training Request Form
DO19 Training Evaluation Form

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