



**CROHN'S AND —  
COLITIS RELIEF**

Fighting the condition with love and care

## **STAFF TRAINING AND PERSONAL DEVELOPMENT POLICY**

**Reviewed in: May 2024**

**Next review date: May 2025**

**Signed**

**Chief Executive/Responsible Office: Mrs Rapaport**

# Staff Training Policy

Crohn's and Colitis Relief

## 1. Introduction

As a learning organisation, Crohn's and Colitis Relief recognise that its staff, with their commitment, skills and abilities are the most valuable resource of the organisation. Crohn's and Colitis Relief is keen to help staff develop and to bridge through training any gaps in knowledge and skill that are required to assist Crohn's and Colitis Relief achieve its objectives.

Training should be of value both to Crohn's and Colitis Relief and the individual member of staff. It should be work-orientated and have a discernible benefit for both in the foreseeable future: for example, it may be concerned with the development of specific skills or gaining information directly related to the job. It may also be concerned with the development of individual confidence, interpersonal skills and background understanding relevant to the tasks of a voluntary agency such as Crohn's and Colitis Relief.

## 2. Assessing training need

The staff member should discuss their training needs with her or his line manager and agree what training is appropriate. All staff and volunteers should be having regular supervision sessions with their line manager. The discussion of training requirements should form part of these sessions. As part of these discussions staff and managers should consider the requirements of Crohn's and Colitis Relief's strategic plan. The approval of the Charity Director should be sought.

As a result of these supervision sessions and the requirements of Crohn's and Colitis Relief's objectives, a Training Plan will be produced. This Training Plan will be the basis for producing the training budget.

Where course fees are particularly expensive or attendance on the course involves a heavy commitment of time, factors which will be taken into account in deciding whether to give or withhold approval are the financial situation, the work load which would require to be covered and whether the course in question is essential to the work of the staff member and the needs of Crohn's and Colitis Relief.

Special consideration will be given within the context of Crohn's and Colitis Relief's Diversity and Equal Opportunities Policy to staff who require the development of particular skills to allow them to undertake their work effectively. A record will be kept of training undertaken by individual staff members. All staff and volunteers should have access to the training and development required of them to fulfil their roles.

### **3. Short courses**

Within the parameters set out above, Crohn's and Colitis Relief will allow paid time off work and cover the full costs of attending short courses. It is Crohn's and Colitis Relief's intention to work towards setting indicative training budgets for individual members of staff. The training budget will be reviewed annually as part of the budget-making process.

The need for, and proposals for, programmes of training for the staff group as a whole can be raised by any member of staff and should be discussed at staff meetings. Where appropriate the approval of the Chair and/or Trustee Board should be sought for the arrangements for meeting the needs identified.

Similarly, the staff meeting is the appropriate place for any staff member to first raise proposals for training for the organisation as a whole i.e. exclusively for or involving Trustees. A report may be made to the Chair and/or Trustee Board as appropriate.

### **4. Conferences**

Attendances at conferences may be a normal and essential part of an individual's work, but at times it may also be more properly considered as a development experience for the individual concerned. Either way, attendance at conferences should be discussed with the staff member's line manager and the approval of the Charity Director sought.

### **5. Training as part of normal work**

"Training" does not mean only attendance on formal courses. It should be a conscious part of normal work. In particular it is the responsibility of line managers, as part of the managerial support they give to staff, to assist their colleagues to improve their skill and understanding, to reflect on work events and to learn from experience.

(Note: Attendance at agreed work-related training, courses and conferences during evenings/weekends will be compensated by equal time off in lieu).

### **6. Longer courses - study leave/assistance with the costs of study**

Crohn's and Colitis Relief recognises that some courses, especially those leading to formal qualifications, require a longer commitment of time and that the costs of study may represent a considerable financial burden to the individual. Crohn's and Colitis Relief wish to be able to assist staff to undertake relevant courses of study. Such a commitment, however, has to be balanced against Crohn's and Colitis Relief's limited staff and financial resources. The following procedures, therefore will apply:

The course of study should be of value both to Crohn's and Colitis Relief and to the individual. It should be work-orientated and have a discernible benefit for both sides in the foreseeable future.

Individuals thinking of asking for study leave and /or assistance with the costs of study should first discuss their intention with their line manager.

Formal requests for study leave /or assistance with the costs of study should be made to the Charity Director who shall consider the request and make a recommendation to the Chair and/or Trustee Board as appropriate.

In determining whether or not to recommend/agree a request for study leave and/or assistance with the cost of study, the Charity Director/Chair and/or Trustee Board will take into account:

- The relevance of the intended course to the work of Crohn's and Colitis Relief
- The possibility of arrangements to cover for absences involved
- The financial situation

In a situation of competing demands against limited staff cover/financial resources Crohn's and Colitis Relief will weight decisions on study leave and/or assistance with the costs of study towards relatively less well qualified staff and staff who have been with Crohn's and Colitis Relief for a considerable period.

With regard to the costs of study, Crohn's and Colitis Relief will consider covering all the fees or a proportion of them, and making a contribution to the costs of books, residential sessions etc. The Charity Director will recommend/ the Chair and/or Trustee Board decide what is a relevant contribution in the light of the circumstances of each case.

The Chair and/or Trustee Board may decide to attach conditions to assistance given, for example, continuance of financial assistance being contingent upon Crohn's and Colitis Relief being satisfied that the staff member is showing satisfactory progress in her or his studies and/or sits for an examination within a reasonable period of time etc.

In addition, certain training may be made dependent on agreement to a training contract that requires repayment of costs should the staff member leave employment. Such arrangements would be discussed and agreed in writing with the staff member in advance.

Where repayment of financial assistance is required this shall not include salary paid in respect of time spent on the agreed course of study.

Line managers will use subsequent supervision sessions to review the impact of any training and development. On a quarterly basis the managers will review the Training Plan and update it before circulation to the Trustee Board.

## **7. Reviewing the policy**

The policy will be reviewed on an annual basis within a timetable which is complementary to the development of Crohn's and Colitis Relief's annual work plan.

**This policy is to be read in conjunction with the following policies:**

- Staff supervision
- Recruitment and selection