



Amigos Worldwide

Training and Development Policy

Purpose and Scope

Amigos is committed to ensuring that all trustees and employees have access to learning, development and training opportunities which enable them to be suitably knowledgeable and skilled to carry out their role within the organisation, and to develop their talents and competencies in ways that fit with the organisation's development to meet its strategic objectives.

Aims

The main aims of this policy are to:

- Ensure that employees are supported and enabled to meet the changing demands of the organisation and the people we serve so that the organisation achieves its strategic objectives.
- Provide a working environment that promotes a culture of learning and development, helping trustees and employees to gain more enjoyment from their roles, increase motivation and enhance retention.

Equal Opportunities

Amigos is committed to ensuring equality of learning opportunity for all (as per Amigos' Equal Opportunities policy).

Core Learning

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

- **Induction**

All new trustees and employees are given a timely programme of induction including introduction to all policies for the organisation. This is an essential part of staff training and development, and integration into the working environment.

- **Information and Communication Technologies (ICT)**

It is important that all trustees and employees are given opportunities to enhance their ICT skills base. Amigos is committed to ensuring that all trustees and employees have competent grounding in the use of ICT in the wider context of their roles. Trustees and employees are positively encouraged to become familiar with the dropbox, internet, email other electronic facilities and computer software packages at their disposal.

Key Professional and Skills Based Learning

The organisation aims to prioritise learning that focuses on areas which (most important first):

1. Enable us to fulfil our strategic objectives.
2. Are essential to ensure the quality of service given to the people we serve.
3. Pertain to any organisational statutory/contractual obligations.
4. Are essential in order to generate and maintain income.
5. Enable effective responses and management of legislative changes.
6. Enable employees to meet their responsibilities in completing continuous professional development required by relevant professional bodies.
7. Enable management development in relation to those who have managerial/supervisory responsibilities.

Identifying training and development opportunities

Line managers are responsible for assisting employees to identify learning needs and for ensuring that they review these with staff on a regular basis.

We expect all trustees and employees to also take a proactive approach to furthering organisational wide learning and development.

The Chief Executive Officer should be notified of all learning and development opportunities for approval **before** Amigos agree to make a contribution to the cost of training. The attached form should be used (Appendix 1).

- An employee should **not** book any course or training before agreement is received from Amigos
- Amigos **will not** make any contribution to a course or training already booked by trustees and employees.
- Amigos encourages employees who will benefit from training to pay a percentage of training costs where appropriate.

Routes to Learning and Development

Options for learning and development may include:

- On the job learning including learning from other members of staff
- Via job shadowing, mentoring, in house skill 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 conferences, forums.
- An external course of study.
- Web based e learning.
- Self-directed study – such as books, manuals, online information.

Sharing the learning and lessons gained

Amigos is committed to sharing the learning and lessons gained by trustees and employees throughout the organisation. This will be accomplished in a number of ways:

- Following completion of learning by trustees and employees they will review the effectiveness of the training undertaken with their line manager to identify opportunities to pass on new skills and knowledge to fellow trustees and employees through:
 - Time in team and other meetings to share core lessons from training.
 - Time spent with individual trustees and employees to train them in the new skills learnt.
- Line Managers have responsibility for reporting on the effectiveness of any staff development to the Chief Executive.


Approved date:

Trustee name:

Trustee signature:

Reviewed 24 January 2024

Next Review 24 January 2028

	
Training and development request form	
Name	
Job title	
Training requested	
How long is the training	<u>Short Courses</u> Days/ hours <u>Long courses</u> Number of semesters Number of years.....
Cost of training	Short Courses <u>Long courses</u> Number of semesters Cost for each semester
What time is needed away from work	Short Courses Days/ hours <u>Long courses</u> Number of semesters Days away from work for each semester <u>When would these be needed</u> (please include dates/ times of year if known)

<p>How will training assist you in your job? (continue on a separate sheet if necessary)</p>	
<p>Request approved by line manager</p>	<p>Sign & Date</p>
<p>Do not book training until approved by Chief Executive Officer</p>	
<p>Amount Amigos will pay</p>	<p><u>Short Courses</u> Amigos contribution Employee’s contribution</p> <p><u>Long courses</u> Number of semesters Amigos contribution for each semester Employee’s contribution for each semester.....</p>
<p>Amigos will allow following time off work</p>	<p>Short Courses Days/ hours</p> <p><u>Long courses</u> Number of semesters Days away from work for each semester</p>

Request approved by Chief Executive Officer	Sign & Date