



## Training Policy

### 1.0 Introduction

- 1.1 The Union seeks to actively support the professional development of its staff.
- 1.2 It uses the Staff Development review as a structured basis to consider training requirements and as such this policy should normally be used alongside the annual Staff Development Review Process.
- 1.3 The Union has a budget to support training and considers all requests within the confines of that budget.

### 2.0 Types of Training

- 2.1 The following are examples of staff development activity that the Union may consider:

- Mandatory courses which you are required to attend as a part of your role.  
This would be identified in your Contract of Employment or job description, for example a first aid qualification. All costs would be met by the Union.
- Professional Membership  
Certain roles require membership of Professional bodies. In these circumstances the Union will meet the costs of such membership, up to a total of £150 per employee per annum.
- In-house training courses provided by the University or Union  
These cover a range of topics such as Health & Safety and IT courses which are designed to develop your skills and knowledge in particular areas.
- Conferences and networking events  
These can be an essential part of your professional development. Where they may be appropriate to several post holders but where cost and time factors may be an issue the Union may decide to send one person who can then feedback their findings to colleagues.
- Staff Away days  
The Union normally seeks to arrange two events per annum which are open to all staff and trustees. They may also include external partners.  
  
These take place outside of term time and focus upon Organisational development (December) and Team building (June).
- Coaching, Shadowing and Mentoring

This could be via an internal staff member, through a training programme or by arrangement with an external organisation.

- External training courses

Where an external training course or qualification is identified as being beneficial to your role the Union will, subject to funding, support you to access that training. It may also support you by giving you up to three days per year as study time where coursework or exams are a part of that course.

### **3.0 Identifying and Requesting training**

3.1 Staff can approach their line manager or the Finance & Resources Manager for information on training & development opportunities open to them.

3.2 Training needs will usually arise from either

- (i) the probationary process for new staff
- (ii) the Staff Development Review for existing staff or
- (iii) needs assessed during working

3.3 Line managers should determine the needs of their staff as outlined above and agree a suitable training and development method to address those needs.

3.4 This agreement should be documented in either

- (i) the probationary procedure records
- (ii) the staff Development review record or
- (iii) other documentation stating the type, purpose, cost (monetary and personnel) and timing of any agreed training

3.5 The Union has a fixed budget each year to support training and where demand exceeds available resources, training will be approved on a priority basis. With (1) being the most important.

- (i) To meet legal requirements of the Union or your position
- (ii) To meet Union or departmental business objectives
- (iii) To improve your skills in your role

3.6 The decision to allow staff to take up these training & development opportunities is taken by your line manager in consultation with the Chief Executive. Final approval must come from the Chief Executive as account controller.

3.7 Where the training involves staff absence from work i.e. day release, consideration should be taken of the impact of this on other staff members' workloads and provisions put in place so as to lessen this effect.

### **4.0 Cost of Training**

4.1 Fees for training courses agreed by the procedures outlined above are normally payable by the union.

- 4.2 Where a course involves an examination, the union will pay any examination fee if this is extra to the course costs. The union will not fund any extra financial or personnel costs incurred due to failure of a course i.e. examination re-sits, extra day release.
- 4.3 Staff members will be expected to pay for any additional teaching materials whose costs are not covered in the course fees.
- 4.4 Wherever possible, the union will allow time off work to prepare for examinations, assignments etc. resulting from agreed training courses. This must be agreed after consultation with the staff member's line manager and would be for a maximum of three days per annum.
- 4.5 The union will pay travelling and incidental expenses if this has been agreed with the staff member's line manager.
- 4.6 You would be expected to successfully complete any course paid for by the Union. Failure to do so could result in the Union requiring the costs of training to be repaid where it is considered that the staff member has not made sufficient effort to pass a course or failed to attend a course without explanation.
- 4.7 If a staff members leaves the employment of the Union within two years of completing the course they will be required to pay back a pro rata amount reflecting the cost of the course as follows:

Within six months	Full cost of the course
Within 6-24 months of completion	Cost course less cost/ 24 x number whole months since course completion.

**5.0 Further support for your personal and professional development**

- 5.1 Where you wish to undertake further training or education which could support your continued professional development but is not identified as being of direct relevance to your role you could apply for up to three days study leave per annum where you can demonstrate that there may be wider benefits for the Union. However the Union would not financially support this training.
- 5.2 Where you wish to pursue training outside of your role, with no benefit to the Union, you would be expected to do this in your own time and at your own expense.