Training & Development Policy

Document Control

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1. Introduction

1.1. Waverley Housing recognises the value and importance of providing opportunities to all its Employees to develop their job-related knowledge and skills.

1.2. Waverley Housing will provide and support development and training for any Employees faced with new work or a new work environment, to help them deal competently with their work.

1.3. All permanent Employees will be appraised, thus providing an opportunity to review Job Profiles and plan training to allow for staff development (Refer to Staff Appraisal Policy).

2. Purpose

2.1. Staff development and training will usually be identified from the following sources:

a) Induction

b) Staff Appraisal Scheme

c) Employment Legislation

d) Line Manager

2.2. However, there may be instances where training is identified from other sources, e.g. changes to company policies and procedures and new technology. In such instances, the Executive Team will have responsibility for ensuring appropriate training is provided.

3. Responsibilities

3.1. Primary responsibility for the planning and implementation of cost-effective training and development lies with the Executive Team who will continually review and monitor the Training and Development Policy.

3.2. Operational Managers will have responsibility for ensuring every Employee in their section is made aware of the Training and Development Policy.

3.3. HR will be responsible for arranging courses, seminars and any other training requirements for all Employees.

4. Monitoring

4.1. Attendance by Employees at Further Education/Day Release college courses will be monitored by HR who will prepare an annual report on training undertaken.

5. Evaluation

5.1. The effectiveness of all external training courses/seminars will be assessed through the completion (by relevant Employees) of an “Evaluation of External Training Courses” form.

6. Induction

6.1. Induction training will be provided for all new Employees to help them understand how the function of their job relates to Waverley Housing's role, vision, values and strategic objectives, and to ensure that they understand their responsibilities in the workplace. (Refer to Induction Programme).

6.2. Existing Employees transferring between sections will be given induction training, whereas existing Employees, who transfer within a section, will receive section induction training only.

7. Staff Appraisal Scheme

7.1. All permanent Employees will have the opportunity to discuss and agree on their individual training requirements and continuing personal development through Waverley Housing Staff Appraisal Scheme (Refer to Staff Appraisal Policy).

7.2. Formal appraisal interviews will be held at least once every 12 months. In addition, there will be regular informal reviews which will provide an opportunity for ongoing discussions.

7.3. Whilst the Line Manager is responsible for conducting Staff Appraisal Interviews and identifying training needs at that particular time, Waverley Housing recognises there may be instances when the Line Manager identifies particular training needs as a result of changes in work content or work environment. In such instances an Employee Training Needs Form should be completed and forwarded to a member of the Executive Team for authorisation.

8. Employment Legislation

8.1. Where training is considered to be essential as a result of employment legislation e.g. Health and Safety, appropriate training will be provided to all appropriate Employees by a qualified representative of Waverley Housing, or through attendance at courses or seminars.

9. Financial Assistance

9.1. Where the Executive Team have agreed training is appropriate, the Employee will be eligible for financial assistance from Waverley Housing, as follows:

9.1.1. <u>Registration, Course and Examination Fees</u>
Registration, course and examination fees will be met in advance, subject to the production of an invoice or on production of a receipt where the Employee has paid the fees.

9.1.2. <u>Books, Tools and Equipment</u>
The cost of text books on an approved list, tools and equipment necessary for the completion of a Further Education Course, will be met by Waverley Housing at the discretion of the Operational Manager.

On completion of the course, any books, tools and/or equipment must be returned for the use of Waverley Housing and other Employees. Failure to do so will result in the Employee being charged for the full cost of the items. Loss or damage to

books, tools or equipment must be made good by the Employee. The Employee will meet the cost of books, tools and equipment which are not approved for the course.

9.1.3. Travel Expenses

Employees are expected to use the most cost effective form of transport when travelling on Company business. For further guidance on travel arrangements and reimbursement of expenses please read Waverley Housing's Employees' Expenses Policy.

Employees should be clear that travelling time does not qualify for overtime payments or time off in lieu.

9.1.4. Attendance at Training Outwith Normal Working Hours

There will be occasions when Employees are required to attend training sessions which fall out with their normal working hours. On such occasions, staff will be entitled to time off in lieu for the period of the training session or, in exceptional circumstances, overtime may be paid at the normal rate. As stated above travelling time does not qualify for overtime payments or time off in lieu.

9.2. Please refer to Waverley Housing's Flexi-Time Policy for further guidance.

10. Examination and Study Leave

10.1. Special leave with pay will be granted by the Operational Manager concerned for the purpose of final revision preceding a certified examination e.g. HNC, HND or professional examination (not a class examination). The permitted study leave will be equivalent to one day's leave for each day on which the Employee is sitting examinations. Additional leave may be granted at the discretion of the Executive Team.

11. Payment of Salary

11.1. Leave of absence to attend any approved training course or seminar will involve no loss of salary. The Employee will be paid normal salary in accordance with current conditions of service.

12. Reclamation of Fees

12.1. In certain circumstances, Waverley Housing will reclaim the cost of the course by deduction from salary, on terms agreed by the Corporate Services Director, and the Employee will be required to sign a Training Costs Agreement Form to this effect prior to the course being booked.

12.2. The circumstances in which an Employee will be expected to repay course fees incurred by Waverley Housing are:

Non Completion (100% of the Costs incurred by Waverley Housing)

a) if Employees leave Waverley Housing's employment prior to completing the course.

b) if Employees do not complete the course for any other reason.

c) if Employees fail to meet the attendance requirement of the course.

d) if Employees do not sit the relevant examination(s).

12.3. It should also be noted that, where an Employee has not fully repaid course fees for any course not completed, they will not be considered for any further formal training, e.g. certificated courses, until the course fees have been repaid in full with the exception of any relevant Health & Safety training required.

12.4. Resignation

Upon completion of the course Employees are expected to continue in employment with Waverley Housing for a minimum of 2 years. Should they resign or retire within this two year period then the following repayment terms will come into effect:

a) 100% of the cost will be repayable if you leave within 0-6 months of the completion of the course.

b) 75% of the cost will be repayable if you leave within 7-12 months of completion of the course.

c) 50% of the cost will be repayable if you leave within 13-18 months of completion of the course.

d) 25% of the cost will be repayable if you leave within 19-24 months of completion of the course.

13. Examination Failure

13.1. Where an Employee who has been granted further education facilities fails an examination, the Employee will be allowed to re-sit the examination at the first available opportunity and will be reimbursed the examination fees. If the Employee is also required to repeat the course of study, this should be at evening class and financial assistance, as appropriate, will be granted at the Operational Manager's discretion. Where there are no evening classes available, the Employee may be allowed time off work, but will be responsible for payment of all fees and expenses.

13.2. Where the Employee fails the re-sit examinations, having repeated the course of the study, the Employee will not be allowed any further time off work, or financial assistance for further or higher education.

13.3. If the Employee is successful in the re-sit examination, a normal resumption of further education facilities will be granted. Where, however, the Employee fails at a further stage in the course of the study, no further assistance will be given either to re-sit examinations or to repeat the course of study. In the case of acceptable extenuating circumstances, this procedure may be varied by the Executive Team.

14. Change of Post

14.1. An Employee who has started a training course but is appointed to a different post within Waverley Housing will, where possible, be allowed to complete the course.