



# Staff Training and Development Policy

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### Statement of policy

The Greenbank Project (referred to as Greenbank) recognises that appropriate training and development opportunities be provided for all staff to develop their job related knowledge and skills, personal abilities, competencies and understanding in line with the aims and objectives of the departments within which they work.

The objectives of the policy are:

- To develop and improve performance of staff in their current roles
- To enable staff to respond to the changing requirements of Greenbank
- To maintain and enhance the quality of service in all areas
- To increase job satisfaction, self-confidence and motivation
- To support personal educational development where possible
- To support the development of staff across the organisation to prepare them for future promotion opportunities

### Responsibilities

Staff development and training is the joint responsibility of:

- Individual staff members
- Their line managers
- Senior staff members

Individual staff have a responsibility to keep themselves informed about developments in their field of work and give thought to their own training and development needs and be prepared to devote time and energy to meeting those needs.

Greenbank has a responsibility to ensure mechanisms are in place to support continuing professional development of all staff.

All staff are expected to complete their CPD log on an ongoing basis to demonstrate the training undertaken.

### Range of activities covered

The following training is covered by this policy:

- General and specific induction training for all new staff, coordinated by line managers.
- Courses of study, with or without qualification undertaken at Greenbank College or another educational/training establishment.
- Training to meet statutory obligations of Greenbank as an employer.
- Short courses, conferences, seminars, workshops run by external bodies.
- Organisational staff development activities, mainly in house training days, seminars, group or team-based activities.
- Practice based development via secondments, shadowing, coaching, visits, meetings, consultancies etc.

## Induction training for new staff

All new staff should undertake an initial induction appropriate to their department and to Greenbank as a whole using the Greenbank Employee Induction Programme. Departmental Line Managers should ensure new staff have an understanding of and become familiar with the mission, values and objectives of Greenbank and are made aware of its key policies and procedures.

## Probationary period

Line managers should take a professional interest in the development of new staff members having regular discussions with them and concluding in Greenbank's 6 month probationary performance review. Commitment of staff training/development resources for course fees should only be approved for those courses directly related to specific requirements of the job.

Risks of other investment should be considered by Senior Leadership if requests are made or recommended.

## Mandatory or professional training

Teaching and leadership staff are required to undertake training as detailed in the Government's commitment to professionalising the FE workforce and other such requirements within the further education sector regulatory framework. - Refer to Link for further information.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/326000/bis-14-679-further-education-workforce-strategy-the-government-strategy-support-workforce-excellence-in-further-education.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/326000/bis-14-679-further-education-workforce-strategy-the-government-strategy-support-workforce-excellence-in-further-education.pdf)

Tutors are expected to hold assessors/verifiers qualifications within their vocational subjects. Staff working in specified posts or as named first aiders are required to undertake a full first aid certificate or refresher course as appropriate. Health and Safety training which may accompany certain job specific tasks, for example, fire warden and fire safety training, portable appliance testing, health and safety D&G units etc. must also be undertaken on a regular basis to ensure knowledge and skills are current.

Prior to training being authorised, clear learning outcomes should be agreed with line managers and staff appraised to be sufficiently competent to complete the course/training required. Approval should be sought from Senior Leaders and if approved a standard authorisation letter issued to the member of staff that records the nature of support for training that will be provided. A copy should be stored with personnel records.

Support for approved activities may include:

- Payment of course fees (subsidies to be applied for as appropriate)
- Paid absence to attend course

- Paid study leave or time off for examinations to a maximum agreed at outset
- Practice based development such as coaching, visits, meetings etc.
- Travel expenses

Senior Leaders will determine which of the above apply at the outset of training.

Where a programme of study spans more than 1 academic year ongoing support will only be agreed if the first stage/year has been undertaken satisfactorily.

## **Continuing professional development**

Needs should be identified and agreed initially through Greenbank's staff performance review process and where possible training sourced through access to Greenbank College provision, low cost/free external courses, subsidised training via sector specific support, for example Business Link, VOLA, Education and Training Foundation, NIACE, QIA, Centre for Excellence in Leadership etc. or low cost web based training as appropriate.

Prior to training being authorised, clear learning outcomes should be agreed with line managers and staff appraised to be sufficiently competent to complete the course/training required. Approval should be sought from Senior Leaders and if approved, a standard authorisation letter issued to the member of staff that records the nature of support for training that will be provided. A copy should be stored with personnel records.

Support for approved activities may include:

- Payment of course fees (subsidies to be applied for as appropriate)
- Paid absence to attend course, seminars, workshops etc.
- Staff exchanges
- Travel expenses

Senior Leaders will determine which of the above apply at the outset of training.

## **In house staff/practice based training**

A cyclical programme of core staff training/development focussing on the needs of the organisation, changing demands of funders, quality initiatives, management training, policy updates and information technology skills should be developed annually with a whole organisation approach to such training. A designated panel of managers should take responsibility for setting the annual programme.

It is compulsory that all staff should join/ register with The Excellence Gateway – The Education and Training Foundation's resources portal that provides online access to a breadth of resources for everyone working in the wider learning and skills sector in England.

<https://www.excellencegateway.org.uk/>

## **Study that is not considered job specific**

Limited funding will be made available for such training and staff should make an exceptional case request for consideration by Senior Leadership.

## Professional body activity

Where this is job related such as registrations/renewals it should be agreed by Senior Leadership.

## Staff exchanges, release or secondments

This is recognised as the most difficult activity to support given the requirement to and financial implications of replacement staff, the ongoing needs of the department and the obligations of service delivery. Requests should be made in writing detailing the learning aims or objectives they seek to achieve giving adequate time for such requests to be considered by Senior Leadership. Support may include:

- Paid attendance/leave of absence for short periods
- Unpaid leave of absence

## Training costs or fee recovery (if staff leave)

Staff training costs incurred by Greenbank will be recovered if the staff member leaves during or within 2 years of Greenbank agreeing sponsorship:

Within 1<sup>st</sup> year of agreed sponsorship – 100% to be reimbursed to Greenbank.

Within 2<sup>nd</sup> year of agreed sponsorship – 70% to be reimbursed to Greenbank.

All staff undertaking training will be required to sign an agreement regarding the fee recovery. Failure to attend courses which Greenbank have sponsored may result in the full sponsorship being reclaimed and no consideration for additional training will be given for 12 months.

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Agreed by Greenbank Board of Trustees



Dr Alan Irving, Chairman