

# TRAINING AND DEVELOPMENT POLICY

## AIMS

Dacorum Borough Council values learning and is committed to developing all employees to achieve its service objectives. It aims to have employees of high quality and help them to perform to their full potential by training and development.

Employees who have over 26 weeks service have the statutory right to request time off for training. Please see the Right to Request Time off for Training Guidance in Section 13.

## SCOPE

This policy statement covers all permanent and temporary employees of the Council, whether full or part time.

Employees are responsible for their own learning and growth and are encouraged to develop themselves.

### The Council will ensure:

- equality of opportunity in all aspects of development
- an induction programme for each employee relating to their job, Service Unit and the organisation
- a range of development opportunities provided in a variety of ways
- managers support development

### Managers will ensure:

- a meeting, at least annually, for every employee to review their training and development needs
- that everyone has the opportunity to have a development plan
- Equal access to training provision, in accordance with Council priorities and budgets.

## FRAMEWORK



## **IMPLEMENTATION**

- Managers are responsible for supporting employees through the induction process and then throughout their career. Both the manager and the employee have responsibility for seeking the direction and ways for development, particularly through the Appraisal Process individual Personal Development Plan. Support is available from both the employee's service unit and corporately from the Organisational Development team. There are guidance notes for managers in section 6 in the Employment Handbook on induction, available on DBC Intranet Site, Document Centre. A mandatory corporate induction programme runs at least twice a year for all new employees.
- Development is available from a variety of opportunities. These include studying for a qualification, short training courses, open learning, computer based e-learning, on-the-job training, coaching, secondment and reading.
- The Council provides a central training and development programme, which is available on-line on the Intranet via Document Centre. Individuals can book Corporate training via this, once agreed with their manager, using a pre-development form. Once training has taken place a post-development form needs to be completed and discussed with the manager, to ascertain how the training will be incorporated into the employee's everyday role as well as any further training needs. All of these documents can be found on the DBC Intranet under Section 13 of the Employment Handbook under policy documents.
- Training is available to all employees. Where an individual does not have access to a computer, it is the responsibility of their manager to share the training programme as a hard copy.
- The Council is committed to providing employees with the opportunity to work towards a National Vocational Qualification, and various other occupational qualifications that helps individuals with their continuous professional development (CPD) related to their job.

## **BOOKING AND CANCELLATION OF IN-HOUSE TRAINING COURSES**

All training must be approved by managers before a place is booked. If a pre-booked place needs to be cancelled, the training department must be contacted as soon as possible and at any event at least 2 weeks prior to the course date. Training courses are expensive and often priced according to the number of delegates being trained, therefore if a cancellation is necessary, the training department will try to fill the place from the waiting list. Services can also nominate another member of staff to take the place in the event of the cancellation. There will be a charge of £100 per day if the cancellation is made less than 2 weeks prior to the course, unless exceptional circumstances apply.

## **ATTENDING TRAINING OUTSIDE OF NORMAL WORKING HOURS**

Work-related essential courses - in the event that an employee is required to attend a course that results in additional hours being worked, he/she should be given time

off in lieu for these hours. Employees may not claim time in lieu for hours that continue beyond 5.15 p.m. or their agreed finishing time, if this is later.

Personal development courses – in the event that an employee requests, and the manager agrees, attendance at a training course for the employee's personal development, the employee will be allowed time off to attend during his/her normal working hours. Any hours required over and above this must be in the employee's own time.

## **STUDY LEAVE**

**Day release courses** - at the discretion of the manager, employees studying for qualifications (including National Vocational Qualifications) may be granted up to 5 days study leave per year. This will include time off to take examinations.

**Distance learning/correspondence courses** - At the discretion of the manager, employees studying for qualifications may be granted up to 10 days study leave per year. This will include time off to take examinations.

## **PERFORMANCE AND DEVELOPMENT APPRAISAL SCHEME**

Employees are entitled to a meeting at least once a year that includes discussing their performance and training and development needs. This meeting will result in a training and development action plan as part of Form 3 of the Appraisal Process, and a personal action plan that links to the service and corporate performance and behaviour objectives.

## **TRAVEL AND SUBSISTENCE**

Travel to and from training courses will be paid on the basis of either:

1. Public Transport cost. Receipts must be supplied. **Or,**
2. The rate equivalent to the current lease car mileage rate\* from workplace or home (whichever is the shortest) to the training venue.

In either case, the Expenses Claim Form (Section 9) must be used.

**\* Please note the lease car mileage rate only, is to be used for training, regardless of whether the employee is on lease, essential or casual rate.**

- Subsistence must be claimed on the Expenses Claim Form, however, this will not be paid for day release courses that lead to a qualification. Additional expenses, such as books, may be paid at the discretion of the manager. In this event the books are considered to be Council property.
- Managers should consider at the start of a qualification course whether they are able to reward successful completion of the course, or stages within it, with accelerated incremental progression. This must always be in line with previously agreed criteria.

## FINANCIAL ASSISTANCE

- In the case of the Council granting financial assistance for an approved training and development opportunity, all costs, which are part of the course, will be authorised under the Financial Assistance Training Scheme. This will include course fees, revision courses, books, exams and travelling expenses.  
A Financial Assistance Training Scheme form needs to be completed which authorises the Council to deduct a sum from an employee's salary if they leave the Council, either during the training opportunity, or before 2 years after completion of the training opportunity, (other than leaving for the reason of maternity, redundancy or ill health).  
The Financial Assistance Training Scheme form can be found in section 13 of the Employment Handbook.
- Examples of where a Financial Assistance Training Scheme form needs to be completed are:  
  
Professional qualification e.g. AAT, CIPFA, ILM, Prince 2, CIPD, DMS, MBA, MA, IRRV, IOSH or any training course that is of a similar nature in terms of time and commitment and/or fees where it would be reasonable to secure the Council's training investment through a period of service after qualifying.
- In the event that a course is not listed within the above definition, advice should be taken from Business Improvement or Human Resources as to whether a Financial Assistance Undertaking form should be completed prior to the course application being submitted.
- Where a Financial Assistance Undertaking form has not been completed, it is unlikely that the Council could recover the fees expended if the employee resigns after qualifying. It is therefore, imperative **that managers ensure** that Financial Assistance Undertakings are properly completed in order to safeguard the Council's investment in training and development.