

TRAINING POLICY



Effective from: 6th May 2019

1. SCOPE of Policy

1.1 The structure and organisation of Butterfly Bloom ensures that staff development needs are identified and reviewed regularly. Structures and procedures in place ensure equality of opportunity for staff to access training and development.

2. The Aims and Purposes of Professional Development

2.1 To enable all staff in Butterfly Bloom to expand and grow according to their various professional tasks and roles and according to their professional potential.

2.4 To encourage individual staff to plan their careers and to identify career opportunities.

2.5 To enable staff, where necessary or possible, to gain additional qualifications which will improve standards and the quality of service.

2.6 To support staff in a supportive and caring atmosphere and to facilitate generation of this ethos throughout Butterfly Bloom.

3. Rights

3.1 All staff working for Butterfly Bloom are entitled to development opportunities and in-service training including support staff.

4. Responsibilities of Managers

4.1 To implement Butterfly Bloom's training and development procedures.

4.2 To provide forums where staff can communicate their needs.

4.3 To provide relevant Butterfly Bloom based training opportunities that are responsive to national, local & Butterfly Bloom needs.

4.4 To encourage staff to participate in courses and similar opportunities to meet both departmental and Butterfly Bloom targets.

4.5 To listen to staff concerns and to offer support in a variety of ways. Managers can make suggestions about visits, enable session observation, or put people in touch with each other to share good practice.

4.7 To monitor and evaluate how the development of staff contributes to goals and targets.

5 Responsibilities of Staff

5.1 To be prepared to undertake professional development.

5.2 To seek opportunities for self development and to take full responsibility for meeting job related development needs.

5.3 To be aware of courses and training opportunities and their relevance to Butterfly Bloom's priorities.

5.4 To communicate developmental needs within the consultation process in Butterfly Bloom.

5.6 To disseminate the outcomes of the course/development opportunity to the relevant people in order to maximise the benefits to Butterfly Bloom.

6. Organisation

6.1 The Staff Development Co-ordinator will:

- a) Oversee the entire cycle of staff development and keep it on course.
- b) Communicate information to staff.
- c) Liaise with relevant outside bodies and maintain an awareness of opportunities that exist for staff development.
- d) Manage the budget allocation for staff development, prioritising needs and keeping appropriate records.
- e) Oversee the process of dissemination of information and skills.
- f) Design and implement the evaluation of staff development.

6.5 Training and Support

- Efforts will be made to support staff in order that knowledge and skills acquired are put into immediate use in Butterfly Bloom's interests
- The types of training and support offered will vary greatly including:
 - External courses
 - Subject area meetings/support groups
 - Departmental/year meetings
- Where needs are identified for the development of the skills associated with middle or senior management roles then opportunities will be made available where possible to obtain such experience.
- Each year funds will be set aside for training relating to career development.

7. Feedback/Dissemination

The benefit to Butterfly Bloom of the training that is provided will be maximised by the provision, where appropriate, of opportunities for the dissemination to other staff of the skills and knowledge learned in training.