

Policy No: 03-1400	Authorised: Roxane Schatara	Date: 15/05/2018
STAFF TRAINING POLICY		

This Policy summarises the systems employed within the Organisation to ensure that staff are properly trained for their respective Job Positions. This will focus on training requirements as identified in appropriate regulations and those needed to ensure that fundamental job tasks are fulfilled and that staff are fully motivated.

1. Training Programmes will be classified into 3 categories:
 - 1.1 Induction Training - for ALL staff members (reference *Form No 1-400*). This will be additional to the *Care Certificate Standards*, ref *Policy No 1405*.
 - 1.2 Job-specific Training - particular training needed for each Job Position, and which may include specialist elements such as Moving & Assisting (Lifting & Handling), as appropriate.
 - 1.3 Refresher Training - for ALL staff members.
2. The system is structured so that there is a documented Training Plan for each Job Position identified on the Company Organisation Chart. The Training Plan will be specific to the requirements of the Job Position and is geared to ensuring that the job holder can satisfactorily carry out the duties listed in the appropriate Job Description. Each Training Plan is designed to focus on two key elements of job training as follows:
 - 2.1 A list of the training elements required, as individual Training Modules (e.g. a training course on Moving & Assisting, or Health & Safety).
 - 2.2 A list of the Policies that are directly applicable to the Job Position. Provision is made on the Training Plan to list out the relevant Policies and for the job holder to indicate that the documents have been read and understood.
3. Upon recruitment the new employee will receive a copy of the appropriate Job Description and a copy of the associated Training Plan which identifies overall training requirements. The job holder, together with his / her appropriate Supervisor will then complete the Training Plans with details of any relevant training that the employee has received in previous employment. The remaining unfilled elements represent the Training Modules which must be completed in order for the individual to develop a personal Training Plan.
4. Training Plans are structured so that they will also act as a combined Training Record for the employee, since provision is made on the Forms to record details of training. Each time training is given details will be entered and the employee will sign and the Supervisor countersign in the spaces provided.
5. Thereafter, individual Refresher Training is given according to need:
 - 5.1 Where Performance Appraisal has indicated the need, ref. *Policy No 1404*.
 - 5.2 In the light of new legislation, regulations, standards or marketing initiatives.
6. Each employee will have their own training records and the responsibility for maintaining these will be that of the Management.