



LEARNING & DEVELOPMENT POLICY

DOCUMENT VERSION CONTROL

Date	Author	Version	Status	Reason for Change
	SEStran	1.0	FINAL	Policy Adopted
Oct 2017	SEStran	1.1	FINAL	Adoption of version control

Aims and Objectives

SEStran is committed to employee learning and development, recognising that it has a key role in ensuring employees has the necessary knowledge and skills to deliver a high quality and cost effective service to the community SEStran serves.

The policy aims to ensure equality of access to learning and development opportunities, the achievement of best value in all learning and development activities and to outline the support available and required procedures for all employees to equitably access learning and development opportunities whilst working for SEStran.

SEStran aims to provide the highest standard of learning and development, within the budgetary and best value considerations of the organisation, to develop and maximise the potential of all employees and is committed to providing a wide variety and range of opportunities to employees.

Scope

SEStran is committed to equality of opportunity for all employees as described in the Equality and Diversity Policy and this will be reflected by systematic and planned development for all employees. Appropriate learning and development opportunities will be available to, and accessible by, all employees and will address individual, service and organisational needs. SEStran will monitor training applications and learning undertaken to ensure equality of access. Employees will be requested to complete and file a training request form.

Induction

SEStran recognises the importance of providing appropriate induction to every new employee to allow them to become effective in their role at the earliest opportunity. SEStran will ensure that every new employee receives induction appropriate to their role and to assist with the process, every new employee will be appointed a voluntary mentor to assist with settling into the organisation.

Identification

Individual training and development needs will be identified through the bi-annual performance appraisal process of SEStran and from formal requests from employees out with the 6 monthly formal appraisal periods. Employees are also responsible for their own learning and development and as such may inform the organisation of their development needs and take part in prescribed learning and development activities.

Learning and Qualifications: Approved and Developmental

SEStran recognises a difference between approved and developmental learning and qualifications.

Approved learning can be defined as: “any job-related learning which is necessary to allow the employee to perform effectively in their current role”. Approved

qualifications can be defined as: “any qualification which has been identified as essential, as opposed to desirable, for the employee in their current role”.

For approved learning/qualifications employees will be entitled to receive time off to attend relevant activities and SEStran will pay all costs associated with approved learning/qualifications.

Development learning/qualifications can be defined as: “any learning which, although completion may assist the employee to develop personally and/or professionally, is not required to allow the employee to perform effectively in their current role”.

The amount of financial support offered to individuals for Developmental learning/qualifications is at the discretion of the Partnership Director, who when determining this will consider the business case for the learning including: the amount of budget available, the business benefit of learning, the motivations of the individual applying for the learning, and associated recruitment and retention issues.

SEStran line managers will ensure that the employee is advised whether the learning/training is classed as Approved or Developmental before the learning/training commences and will ensure fairness and equality of opportunity in making these decisions. The amount of time off to attend training offered to individuals for Developmental learning/qualifications is also at the discretion of the Partnership Director, subject to the adherence to the following legislation.

Employees can make requests for time to undertake training; however, this may be unpaid and would be at the discretion of the Partnership Director. Employees can make requests for time to undertake training which they believe will improve both their effectiveness at work and team/service performance. There is no limit on the amount of time, study or training that an employee can request, however employees do not have the right to be paid for the time spent training when requests of this nature are made.

The learning and development needs identified will be met through a variety of activities depending on the nature (approved or developmental) and extent of the requirements deemed necessary after assessment.

Repayment of Learning/Qualification Costs

There will be no requirement for an employee to repay any costs paid by SEStran associated with approved learning, approved qualifications and developmental learning.

Where an employee leaves the service of SEStran or fails to complete a Developmental Qualification, the Partnership Director may, if it is considered appropriate, demand repayment of costs paid by SEStran as follows:

- ***Employee fails to complete qualification*** – repayment by employee of all costs paid by SEStran excluding travel costs and time off

- **Employee leaves the service of SEStran whilst undertaking the qualification** – repayment by employee of all costs paid by SEStran excluding travel costs and time off
- **Employee leaves the service of SEStran within 12 months of completion of the qualification** – repayment by employee of all costs paid by SEStran excluding travel costs and time off
- **Employee leaves the service of SEStran within 13-24 months of completion of the qualification** – repayment by employee of 50% of costs paid by SEStran excluding travel costs and time off

Employees will be made aware of the repayment request at the time of application and agreement of any requests to undertake developmental qualifications.

Evaluation

As part of their Personal Training assessment and as part of the annual performance appraisal process, employees and line managers will be required to evaluate all learning and development activities to measure their contribution to the achievement of SEStran's corporate objectives and to ensure best value.

Review

The Partnership Director in conjunction with SEStran line managers will monitor and review this policy on an annual basis.