**Blackpool Music School**

**Training and Development Policy**

**March 2024**

# Introduction

The aim of Blackpool Music School (BMS) is to support and develop employees and volunteers in their role so that they feel confident to undertake the responsibilities placed upon them and are able to contribute to the success of the Foodbank.

Employees, volunteers and other staff should collaborate to build a continuous professional development (CPD) culture. It is the employee’s/volunteer’s responsibility to seek new learning opportunities. It is the manager’s responsibility to coach their staff and identify employee and volunteer development needs. And it is The Board’s responsibility to facilitate any staff or volunteer development activities and processes in support of the charity’s core business.

# Scope

This policy applies to all permanent, full-time or part-time, employees of BMS. Employees with temporary/short-term contracts might attend training sessions at their manager’s discretion. Volunteers will also be required to attend specific training sessions as required by their manager for health and safety and any other reason deemed to be in the interests of the charity and for self-development.

This policy doesn’t cover supplementary employees such as contractors or consultants.

# Induction

* 1. **Induction of Employees**

Induction of permanent employees is spread over their first few months in post, and is generally planned on a first day, first week and first month basis. The content and duration of the induction will depend on the scope and complexity of the job, and the Manager will outline this in detail to employees on their first day. Copies of the induction checklist (see Appendix 1) will be made available to each employee on their first day. See also Induction policy

# Induction of Volunteers

The induction of new volunteers includes them being provided with: -

* + - role descriptor outlining key duties
    - a copy of BMS’s Health & Safety Policy
    - a copy of BMS’s Safeguarding Policy
    - a copy of BMS’s Personal Data Protection Policy

Volunteers are asked to sign a Confidentiality Agreement and the Volunteer Code of Conduct.

An Induction Record will then be completed and signed by both the manager who conducted the induction and the new volunteer.

# Training and Development Provision

In general, BMS approves and encourages the following types of training and development opportunities for employees:

* Formal training sessions (individual or organisational sessions)
* Employee coaching and mentoring
* Participating in meetings / conferences
* On-the-job training
* Job shadowing

BMS Manager responsibilities include:

* Assessing training needs
* Maintaining budgets and training schedules
* Assisting with learning and development activities and strategies
* Promoting corporate training programs and employee development plans

# Individual training programmes

Each employee will have an individual training programme created, initially after their induction and probation review, and subsequently reviewed annually as part of the Staff Appraisal Scheme to incorporate any development needs identified. If necessary, this training programme may be amended to include any employee

training that BMS mandates (e.g. due to inadequacies of an employee’s performance or changes in their job description).

Volunteer’s will be provided with an individual training programme following induction which will depend on the volunteer role they undertake.

# Corporate training programs

BMS might occasionally engage outside providers to train employees and volunteers. BMS will cover the entire cost in this case. Examples of this kind of training and development are:

* Safeguarding training
* Diversity training
* Leadership training for managers
* Health and Safety training

Corporate training also includes training conducted by internal experts and managers. Examples are:

* Training new employees/volunteers
* Training employees to prepare them for promotions, transfers or new responsibilities

# Other Types of Training

Both employees and their appropriate managers are responsible for continuous learning. Employees should show willingness to improve by asking their managers for direction and advice. Managers should do the same with their own superiors, while encouraging and mentoring their subordinates.

* All eligible employees are covered by this policy without discriminating against rank or protected characteristics.
* Managers should evaluate the success of training efforts.
* A record of training undertaken will be maintained, which will also incorporate the frequency with which any training needs to be refreshed.
* If training is carried out by external training providers employees and volunteers must provide proof of attendance, before the training record will be updated.
* All employee development efforts should respect cost and time limitations, as well as individual and business needs.
* Employees should try to make the most out of their training by studying and devising ways to apply knowledge to their work.

# Procedure

This procedure should be followed when employees or volunteers want to attend external training sessions or conferences:

1. Employees/volunteers (or their managers) identify the need for training.
2. Employees/volunteers and managers discuss potential training programmes or methods and come up with suggestions.
3. Employees/volunteers or managers contact the MANAGER and briefly present their proposal. They might also have to complete a form.
4. The MANAGER researches the proposal, with attention to budget and training content.
5. The MANAGER approves or rejects the proposal. If the MANAGER rejects it, s/he should provide employees with reasons in writing.
6. If the MANAGER approves the training, s/he will make arrangements for dates, accommodation, reserving places, etc.
7. In cases where BMS does not pay for the training directly, employees/volunteers will have to pay and send invoices or receipts to the MANAGER. The MANAGER will approve employee reimbursement according to this information.
8. If an employee/volunteer decides to drop or cancel a training course, they must inform the MANAGER immediately. They may also be asked to pay any cancellation or other fees.
9. In cases where training ends with examination, employees/volunteers are obliged to submit the results. If they do not pass the exam, they may retake it at their own expense.

Generally, BMS will cover any training fees including registration and examination fees (one time only). BMS may also cover transportation, accommodation and personal expenses: this is left to the MANAGER’s discretion. If the MANAGER decides to cover these costs, the MANAGER will make these arrangements themselves (e.g. tickets, hotel reservations). Any other expense that employees incur which may be reimbursed, must be agreed with the MANAGER prior to being incurred and will only be reimbursed after the employee/volunteer has provided all relevant receipts and invoices.

# Equality and Diversity

BMS is committed to ensuring that it treats its employees and volunteers fairly equitably and reasonably and that it does not discriminate against individuals or groups on the basis of their ethnic origin, physical or mental abilities, gender, age, religious beliefs or sexual orientation. This policy has been appropriately assessed.

# Monitoring and Compliance

BMS will maintain effective monitoring systems to ensure implementation of this policy, including the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Standard/ process / issue** | **Monitoring and audit** | | | |
| **Method:** | **By:** | **Reporting to:** | **Frequency:** |
| Individual training plans developed | Audit | Manager | Board of Trustees | Six-monthly |
| Individual training records completed and up to date | Audit | Manager | Board of Trustees | Six-monthly |
| Monitor training budget and expenses reimbursed | Report | MANAGER | Board of Trustees | Annually |

**Blackpool Music School Induction checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of employee:** | | | **Job title** | |
| **Start date:** | | | **Date induction completed:**  (with signature of new starter) | |
| **First day** | **Carried out by** | **Date** | | **Notes** |
| Welcomed by |  |  | |  |
| Show new employee where they will be working |  |  | |  |
| Introduce them to their line manager, colleagues, including their ‘buddy’ and senior managers |  |  | |  |
| Show new employee rest of organisation including facilities |  |  | |  |
| Deal with any key matters such as their P45, National Insurance number and security card |  |  | |  |
| Outline health & safety |  |  | |  |
| **First week** | **Carried out by** | **Date** | | **Notes** |
| ***Introduction to the organisation*** |  |  | |  |
| Who’s who, how it works and what it produces |  |  | |  |
| Future plans and developments |  |  | |  |
| Brief history |  |  | |  |

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| --- | --- | --- | --- |
| **First day** | **Carried out by** | **Date** | **Notes** |
| ***New employee’s job*** |  |  |  |
| Explain it fully, how it fits in the organisation and  work practices |  |  |  |
| Outline expected performance and how it will be assessed |  |  |  |
| Training |  |  |  |
| Possible opportunities for future development |  |  |  |
| ***New employee’s terms and conditions of employment***  Run through… |  |  |  |
| them to ensure they understand and have them in writing |  |  |  |
| This includes details of any probationary period |  |  |  |
| … and hours, breaks, holidays and when they will get paid |  |  |  |
| Pension information |  |  |  |
| The organisation’s important rules on:   * job performance * discipline * absence, including because of illness and sick pay * complaints against staff, such as bullying and harassment   Also say where more details can be found |  |  |  |
| Other important rules such as use of the company internet, email and phones |  |  |  |

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| --- | --- | --- | --- |
| **First day** | **Carried out by** | **Date** | **Notes** |
| Periods of notice |  |  |  |
| Maternity/paternity/ parental leave/shared parental provisions |  |  |  |
| Details such as dress  code, parking, smoking and the canteen |  |  |  |
| Complete documentation on new employee’s appointment for their personal file to be kept securely |  |  |  |
| ***Health & safety***  Detailed training on health & safety in the organisation |  |  |  |
| **First month** | **Carried out by** | **Date** | **Notes** |
| The organisation’s commitment to being an equal opportunities employer |  |  |  |
| Details of any employee representation, including any trade union membership |  |  |  |
| Towards the end of four weeks, an informal meeting with the line manager to assess how the new starter is adjusting to their role, and whether they have any particular coaching or training needs, or other concerns |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **At three months** | **Carried out by** | **Date** | **Notes** |
| Review with the line manager how the new starter is settling in and performing  This is also an opportunity to pinpoint any development needs, set timescales for achieving them and adjust work targets if required |  |  |  |
| **At six months** | **Carried out by** | **Date** | **Notes** |
| If the new employee is on probation, then it’s decision time – will they stay or go?  If they’re staying, it’s time for the line manager to look to the next six months, any new work objectives, and any experience, coaching or training needs |  |  |  |
| **At 12 months** | **Carried out by** | **Date** | **Notes** |
| Ask the employee for feedback on their induction – what worked well?  What could be improved? |  |  |  |

Signed:

Chairperson

Blackpool Music School Date: