

**TRAINING AND PERSONAL DEVELOPMENT POLICY**

**Date**: 1 October 2017

**Review Date:**  1 October 2018

**Statement of Intent**

Omega Care recognises that the diversity, competencies and personal qualities of its staff are its greatest asset and resource.

As a company, Omega is committed to functioning as a learning organisation and to the proactive creation of a culture which promotes and supports individual and collective learning and development opportunities.

All staff will be provided with the support, skills and knowledge base to ensure competency and to further equip them to meet the evolving needs of the company and of its service users.

**Learning styles**

Preferred learning styles will be identified with individual staff members as part of the induction process, and all practicable steps put in place to reflect this in the delivery of training.

To support this, Omega will offer a range of learning and development approach styles.

This will include:-

* Peer learning
* Mentoring
* E–learning
* Research
* In house training
* External training
* Nationally recognised qualifications
* Research.

All staff will be expected to achieve a nationally recognised level 3 qualification in Health and Social Care.

Staff will be provided with negotiated resources to support this, including time and equipment.

Learning and development needs will be regularly reviewed through a raft of mechanisms including annual appraisals, team meetings and supervision sessions. The individual staff member’s training and development needs will be primarily identified within the annual appraisal process.

**Induction Process**

On appointment all staff will undertake a comprehensive induction process.

This to include:

* An overview of the organisation, its priorities and areas of service and delivery.
* The working ethos, practice, procedures and protocols.

The overall responsibility for delivering this will lie with the direct line manager.

Alongside an induction into all immediate work processes this will be supported by an agreed number of “shadow shifts” where the inductee works alongside an established member of staff. Progress will be monitored and evaluated by the line manager with input from both members of staff.

All staff will receive, as an integral part of their induction, training in the following core areas:

* Safeguarding – including Child Protection.
* CSE
* Health and Safety.
* Risk Assessment and Risk Management
* Diversity and Equality
* Person Centred Approaches
* Positive Behaviour Management
* Data Protection and Information Sharing
* E - Safety
* Safe Working Practices.

**Training and Development: Recording**

All completed training will be recorded on individual Training Descriptor sheets. This outlines the objectives and content of the training and records outcomes. It also provides date reference points to ensure currency of learning is maintained.

Supporting this is a reflection and evaluation form, in which staff are encouraged to reflect upon, and assess the impact of the training for them as an individual.

Staff evaluation will contribute towards ensuring training objectives are achieved on a continuing basis.

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| Training Descriptor |
| Date: Venue |
| Content Outline: |
| Objectives: |
| Method of Delivery: |
| Resources: |
| Outcome: |

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| Reflection and Evaluation |
| Training Descriptor: |
| Reflective Analysis:  Consider – context, content and impact |
| Evaluation:   * Were outcomes achieved? * Has this delivered the skills and knowledge base necessary? * Was delivery method appropriate? |

Completed forms, signed and dated, will be maintained in the staff member’s individual Training and Personal Development file.

**Annual Appraisal**

All staff will participate in an annual appraisal.

Staff will be provided with the appraisal framework and personal development form in advance of the scheduled appraisal date.

Appraisals will address specific and core issues including training needs, working practices, levels of support and development needs identified in the Personal Development Form.

Line managers will work with staff to ensure an inclusive, transparent and proactive process with agreed outcomes and responses.

The supervision cycle will contribute to the content and framework of the appraisal format.

Staff will undertake supervision with their direct line manager or identified replacement on a planned four-weekly cycle.

This process will be formally recorded with accurate capture and retention of information and outcomes.

Staff will access ongoing training through a planned, coordinated process of identified need.

Training will be matrix based and operate holistically to supplement and enhance the existing skill and knowledge base.

There will be specific opportunities for staff to access identified, specialised training in line with the service needs of the organisation to enable personal development.