Training Policy

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Category:	Human Resources
Version Number:	1
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Lead Officer:	HR Manager
Equality Impact Assessment completed:	Yes

Applicable Legislation/Regulations:
Equality Impact Assessment The Equality Act 2010 The Care Act 2014
Codes of Practice:
Purpose:
Appropriate training for all employees within the health and social care sector is part of the Care Act 2014 and therefore applies to every individual who works within Inmind Healthcare Group. The aim of this policy is to ensure that all employees receive training which gives them the appropriate skills and qualifications to undertake their roles for the benefit of the Company, individual employees, and most importantly, service users.

Version Control Table		
Date Ratified	**Version Number**	**Status**
	1	Live

Date	**Key Revision**
11/02/2018	New Policy

Please check to ensure this is the most current electronic copy of this document as it is updated and published in electronic format only (hard copies may become out of date).

1.0   The Policy

a)   Inmind Healthcare Group places a high importance on education, training and development relating to the workplace.

b)   All employees of Inmind have a responsibility both to undertake the training required of them by Inmind to fulfil their role and further their own development, and to assist in and facilitate the learning and development of others. (See also Appraisal Policy and Induction Policy.)

c)   The Registered Manager has ultimate responsibility for ensuring that all employees within their area(s) have undertaken the training and development required for the employees to fulfil their role.

d)   All employees of Inmind will undertake the appropriate training to fulfil their role and comply with any mandatory requirements of their job role and the services in which they work.

e)   Access to study leave and training provision will be clear, equitable, fair and consistent with equal access for all employees (see Equality Policy).

f)   Inmind defines education, training and development as a range of learning activities which further an individual's knowledge, skills and experience. These activities can include:
- On-the-job learning (e.g. coaching, mentoring, placements and supervised practice)
- Online training sessions
- One-day training courses
- Conferences and professional events
- Recognised professional, vocational or academic courses

2.0   The Procedure

2.1   Mandatory Training

a)   Mandatory Training is the training specified as essential by Inmind to undertake a particular role. This training should initially be undertaken as part of the employees induction (see also Induction Policy)

b)   The range of mandatory subjects is stipulated and governed by a number of external bodies including the CQC, the Health & Safety Executive, the Department of Health, NICE and the National Service Frameworks.

c)   The training that is mandatory will vary to each role and service. A full list of training topics and whom they apply to can be found within individual hospitals.

d)   It is the responsibility of the Registered Manager (or another manager within the service) to ensure that all employees undertake all specified mandatory training.

e)   The Registered Manager is responsible for sourcing, monitoring, and reviewing the training being undertaken by their employees.

f)   It is the responsibility of the employee to undertake all mandatory online training to which they are allocated.

g)   Where employees are required to undertake mandatory online training outside their normal working hours, either time off in lieu or payment will be agreed by the Registered Manager.

h)   Employees are required to attend mandatory training not undertaken online, will be at locations belonging to Inmind and at external venues across the UK as appropriate.

2.2   Recommended Essential Training

a)   Typically, these will be courses that employees are required to attend by their manager and identified via the Appraisal Review process. In most cases it is expected that the course, workshop or conference identified is highly relevant and essential for the delivery of key service developments or objectives or is intended to ensure continued quality of service, for example QCF qualifications for non-qualified staff.

b)   It is the responsibility of the employee to attend recommended essential training to which they are allocated.

c)   Where employees are required to attend recommended essential training outside their normal working hours, either time off in lieu or payment will be agreed by the Registered Manager.

d)   Employees are required to attend recommended essential training at all locations belonging to Inmind and at external venues across the UK as appropriate.

2.3 <u>Continuing Professional Development (CPD)</u>

a) Inmind recognises that healthcare professionals have a range of CPD requirements and that this can be a requirement of professional registration. Inmind will support healthcare professionals to meet their registration/CPD requirements.

b) CPD requirements (often expressed in number of days) can usually be met in a variety of ways (e.g. personal study, reflective practice, practice placements, shadowing others, clinical audit, attendance at courses or workshops etc.) and managers should encourage staff to be creative in meeting their own professional development needs.

c) It is the responsibility of the healthcare professional to ensure that they meet their own registration requirements and to keep an accurate record of their own CPD activity.

d) It is the responsibility of the Registered Manager to provide support and advice to staff on ways of learning through work and by promoting a learning environment.

e) Progress (and activity) with meeting registration requirements should form a key part of the development and supervision processes for all healthcare professionals.

2.4 <u>Additional Training Requested by an Individual Employee</u>

a) Inmind encourages all employees to actively seek to further their professional development. This can be through a variety of activities identified by the employee.

b) Any employee who wishes to access additional training must submit a Study Leave Application to their Registered Manager.

c) Where the proposed training is costly (in terms of time or finance), the Registered Manager must ensure that the training will be effectively utilised by the employee and of direct benefit to Inmind services.

d) In order to receive support, all applications should be based upon an accurate assessment and prioritisation of need arising through the development review system.

e) Training must be of direct value to Inmind and service delivery, as well as the individual otherwise it will not be supported.

f) The Registered Manager has a responsibility for evaluating the outcome of all supported training to ensure the effective use of resources and a positive impact on service delivery.

g) Access to training is determined by:
- The needs of the service and its development
- The relevance of the course to this development
- The need to maintain a safe operation of the service
- The opportunity to contribute to the training and development of others

h) The employee is required to demonstrate they have:
- Met the mandatory training requirements for their role
- Attained satisfactory standards of work performance
- The capacity to benefit from the course
- The capacity to balance the course with work requirements
- Identified in their development review the course's relevance to their current or future role and position
- Identified that the course will improve or enhance performance

2.5 <u>Support for Education and Training</u>

a) Inmind understands that in certain circumstances there will be additional costs both financially and in terms of time, associated with training and development.

b) Additional costs associated with a course whereby an individual is requested to attend (e.g. overnight accommodation) will be paid by the Company, except where travel is possible on the day of the course.

c) All additional costs should be highlighted and discussed on an individual basis with the Registered Manager, and funding must be identified and agreed prior to commencement of the course.

d) There may also be occasions when it is appropriate for a Registered Manager to grant paid study leave to an employee.

e) Study leave may take several forms, for example, course attendance, clinical practice time, practice placement, private study, or a combination of several of these approaches.

f) The decision to grant paid leave should be weighed across all the requirements of a course if the candidate is to be successful.

g) Where an employee is granted study leave, the amount granted will be expressed in hours to take into account differences in lengths of working days.

h) The term 'private study' commonly refers to activity that falls outside of actual attendance at a course or workshop (e.g. reading, researching or writing of assignments, projects and dissertations). Additional private study time may be granted at the discretion of the Registered Manager.

2.6 <u>Managing Non-Attendance at Training Courses</u>

a) In order to ensure the quality of service delivery, all employees of Inmind are required to undertake training and development as part of their role.

b) Both Inmind and employees have a duty of care towards those who use its services. Therefore, attendance of allocated training by all employees is essential.

c) If an employee fails to attend a training course to which they are allocated, as with any other form of unauthorised absence, the Registered Manager will discuss the non-attendance with the employee to ascertain and record the reason why and take any appropriate action to remedy the problem.

d) Absence from training without leave should be treated as absence from work, may result in loss of pay and will be dealt with in accordance with Inmind's Sickness and Absence Policy.

2.7 <u>Cancellation of Training</u>

a) Despite the importance of training, it is accepted that due to unforeseen service pressures, cancellation of course attendance may be unavoidable in some cases.

b) If a service is not able to release a staff member for training, all appropriate individuals involved in the facilitation/organisation of that training should be informed as soon as practicable.

c) All service difficulties relating to release of staff should be referred to the Registered Manager.

2.8 <u>Evaluation of Education, Training & Development</u>

a) The Registered Manager has a responsibility for evaluating the impact of training and development in order to ensure that:
   - It has a positive impact on the care and treatment of service users.
   - It meets the key objectives and development needs of the service.

b) Managers should evaluate the impact of the training and development with employees as a routine component of supervision and appraisal.

c) It is the responsibility of the Registered Manager to ensure that accurate records are kept of all employees' training history.

2.9 <u>The Contribution of Staff to Training and Development</u>

a) Inmind welcomes and places a high value on the contribution of staff to the training and development of others in the organisation.

b) It is a requirement for professionally qualified staff to contribute to the learning and development of students and junior staff.

c) Participation in the delivery of training may be a key factor in the development of some staff and, in these cases, should form part of their personal development plan.

d) Participation in the delivery of training and education may take the form of direct delivery or other supportive roles (e.g. clinical supervision, mentoring, assessing or consultancy).

e) In granting support for employees to attend a course, managers should make clear the expectation that there will be a return on this investment, possibly in the form of some participation in the training or development of others in the organisation.

f) Where managers agree to employees participating in or contributing to the delivery or support of training and development, the following principles should apply:

- That such staff will require built-in time to prepare and/or undertake the role properly (whether this is for direct teaching or for supervision and mentoring) and this may involve planned adjustments to their usual workload.
- That such staff may require identified resources to undertake the role properly (e.g. access to technology or library facilities) and this may require planning, agreeing or funding.
- That the participation of employees in the delivery and/or support of training and development is with the fully informed agreement and continuing support of their manager
- That in order to assure the quality of training and development, employees should be adequately prepared, trained, qualified and/or agreed as competent to undertake the role.
- That employees are supported to raise concerns about the progress of those they teach, assess, supervise or mentor and take the required action to deal with this.

Appendix 1

Equality Impact Assessment for this policy

Protected Characteristic (domain)	Area of conflict	Resolution
Age	Nil	N/A
Disability	Nil	N/A
Gender Reassignment	Nil	N/A
Pregnancy & Maternity	Nil	N/A
Race	Nil	N/A
Religion or Belief	Nil	N/A
Sex	Nil	N/A
Sexual Orientation	Nil	N/A
Marriage and Civil Partnership	Nil	N/A

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you feel you are disadvantaged by this policy, please contact the Registered Manager and the service will actively respond to the enquiry.