

**AUKKC Training & Development
Policy**

Age UK Kensington and Chelsea

Policy review extension form

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| Policy title | Training and Development Policy |
| Current date of expiration | October 2020 |
| Extension period request | 31 st October 2021 |
| Reason for extension request | The unprecedented circumstances of the Covid-19 Pandemic significantly affected our organisational capacity to update our Policies as resources were focused on our large-scale Emergency Response. Our Board have now initiated a full external Policy review of all our Policies which is being carried out by the Policy Review Team and this will be complete by the end of October 2021. |
| Does this extension request pose any risks? | No – our Policy Review team have given assurances that this extension is appropriate |
| Summary of risks e.g. not meeting national guidance | |
| Has this document previously been granted an extension? Add details e.g. 2 previous extensions amounting to 6 months | No |

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| Name and Job title of person completing this form | Jess Millwood, CEO |
| Date of completion | 30/07/2021 |
| Name and Role of Board Member Approving Extension | Christine Morgan, Trustee, Chair Quality, Performance, Development & Human Resources Committee |

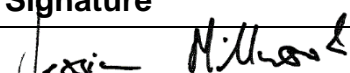
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| Is the Extension Approved? If no, reason why not | Yes |
| Date of Extension Approval | 05/08/2021 |
| Date Policy Tracker Updated to Record Extension | |

Document Control Information

| Version History | | | |
|-----------------|----------|---|---------------|
| Version | Date | Detail | Author |
| 2.0 | Oct 2015 | Policy added to MDI. Full review of content scheduled | Richard Brine |
| 2.1 | Oct 2019 | Policy Reviewed and updated | Jess Millwood |
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| Current Version | |
|---|--|
| Name of Group Approving the Document | Quality, Performance & Development Committee |
| Date of Group Approval | 10/10/2019 |
| Date Added to Master Document Index | 23/10/15 |
| Review Date | Oct 2020 |
| Version Number | 2.1 |
| Related Documents | |
| Author | Jess Millwood |
| Service Unit | All |
| Consultation Tracking Sheet | No |

| Approval Signature | | | |
|--------------------|------------|-------------------|--|
| Version | Date | Signatory (Print) | Signature |
| 2.1 | 20/10/2019 | Jess Millwood |  |

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CONSULTATION TRACKING SHEET

This document must be completed and accompany the document through the final ratification and authorisation process. A copy of this sheet should be included at the front of the final published policy.

Name of Document: AUKKC Supervision Policy

| Name of person / team / committee asked to provide feedback | Date feedback request sent | Feedback received (Y/N) | Feedback incorporated into Policy (Y/N) |
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Document History and Change Record

The following are registered holders of controlled copies of this document:

| Position | Version |
|--|---------|
| Business Manager (Management Representative) | 2.0 |
| CEO | 2.1 |

| Amendment History | | | |
|-------------------|----------|------------------------------------|---------------|
| Version | Date | Amendment | Approved By |
| 2.0 | Oct 2015 | Document control information added | Richard Brine |
| 2.1 | Oct 2019 | Document reviewed and updated | Jess Millwood |

AUKKC Training & Development Policy

Training and Development Policy

Introduction

Age UK K&C recognises the value and importance of providing opportunities to all its staff to develop their job-related knowledge and skills. We expect that with development and training, individual effectiveness will increase resulting in a better experience for service users.

Identifying training needs

As an employer, Age UK K&C will undertake to make resources available to ensure that all staff are able to carry out the organisation's policies and procedures, particularly regarding safeguarding adults and Health and Safety.

Additional training needs will normally be identified in consultation with the line manager either during the induction period or during regular supervision sessions. The annual performance appraisal will include a section identifying the training and development needs of the employee.

In-house training opportunities may be arranged where an organisational need is identified.

Approving requests for training

In making decisions about training requests, the following will be taken into account:

- The cost: Age UK K&C sets a notional training budget at the beginning of each financial year. This is usually adequate to cover short courses or seminars. Longer accredited training will not normally be covered by this budget although consideration may be given to time off, either paid or unpaid, depending on the nature of the course and the needs of the organisation.
- The impact on the organisation: The number of staff on training at any one time will need to be taken into account by the line manager.
- Equal opportunities: The line manager will ensure that training opportunities are offered fairly to all staff regardless of their job and will review training take-up as part of the supervision and appraisal procedure. Training records will be kept on individual personnel files.
- The organisation also recognises that training which is not entirely relevant to the duties of the job may be considered if resources allow, as a career development tool.

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Evaluating training and sharing learning

In order to assess whether a course or seminar has been useful, staff are asked to complete a Training Evaluation Form and to discuss this with their line manager at the first opportunity following the training.

Staff will be encouraged to share their learning with other members of staff. The Chief Officer and Senior Managers will ensure that there are opportunities to share this learning through staff meetings, for example.

Decisions about the allocation of the training budget will be taken by the Chief Executive Officer who will report to the Management Committee as required.