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# Accessible Staff Development Policy

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**September 2009**

*This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.*

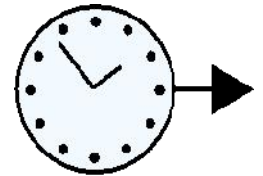
*The complete policy statement can be found within the Staff Development Policy document available from the Admin Team at the Consortium Office.*

## Aims

To make staff more able to do their jobs



For staff to get more skills so that they can use them in the future in all areas of their life



To make sure that staff are working as best as they can for the Consortium



To give information to all people involved in the Consortium about what is offered

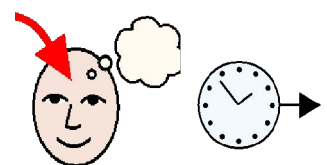


## Principles

Staff are really important so it is good for them be as good as they can at their jobs



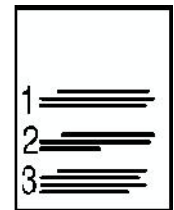
The Consortium thinks it is good that people keep on learning



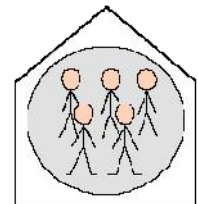
This also means we be better at supporting the Service Users



Every year it will be decided what is most important for the staff and this will form a plan of training for the next year



New staff will get lots of training at the beginning called an 'Induction programme'



Everyone should have an individual plan that is looked at each year to make sure they are getting better in their job



Staff will be supported by the Staff Development team to get extra qualifications



Every person should have the same chance to develop in their job as anyone else

## Personal Development Planning

This is when a member of staff and their manager decides what training they need to do and when they are going to do it

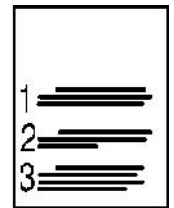


The Staff Development team can help in this

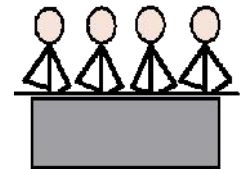


## Staff Development Plan

This is made each year and is made because of feedback from the year before, the 'Business Plan' and what the law says

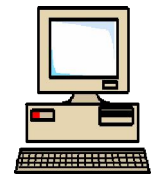


It is then taken to the managers to see what they think

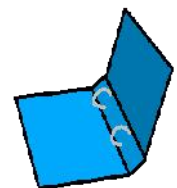


## Records

All training that takes place will be put on a record



When each staff member does some training, it will then need to be written down in their Personal Development file



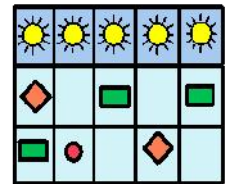
## Training Courses

People develop more if they are given work to do outside of their normal job but only when they are ready to do this

Staff will be told about the next courses up to 4 weeks before the start of the course



It will then need to be put on the rota



Before the course staff should talk to their manager about the course so that they are ready for it



They should also talk after the course so that they can use it in their job in the best way

What people learn on these courses should go towards knowledge needed to get a National Vocational Qualification (NVQ)

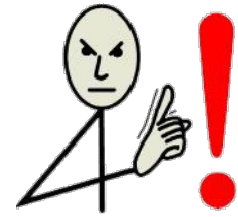


When staff have NVQ's they are trained well for their jobs

Staff **MUST** attend these courses unless they have a valid reason. They need to tell their manager and the Staff Development team if they can't make it



Staff will get into trouble if they do not come to the courses without a good reason and they can face disciplinary procedures



Everyone is expected to behave well on the courses and be tidy when they leave the training rooms



In the courses there may be times when discrimination is talked about and it may challenge some people's views

Training courses are confidential, but if there is anything that needs to be reported then it will be dealt with



## Monitoring and Evaluation

Courses are always evaluated so that they are as good as they can be



Courses will constantly be checked to make sure they are good

## Additional Information

Parking is not very easy around the office so it is good to use public transport





Tea and Coffee is given at courses but food is not