

# Training Policy



The Students' Union considers its employees to be one of its most valuable resources and as such is committed to enabling access to training that is both vocationally and personally relevant (within the prevailing resource restraints).

The Union considers training & development to be of benefit to both the Union and the individual so may support staff development activity in various ways:

- ◆ Giving time to access
- ◆ Coaching/ mentoring
- ◆ On the job training
- ◆ Job shadowing
- ◆ Networks
- ◆ Conferences
- ◆ Computer based training
- ◆ Putting on in-house training programmes
- ◆ By giving study leave or day release
- ◆ Financially, paying all or part of course fees

Staff can approach their line manager or the Membership Services Manager for information on training & development opportunities open to them.

Training needs will usually arise from either

- (i) the induction process for new staff
- (ii) the appraisal interview for existing staff or
- (iii) needs assessed during working
- (iv) a staff members personal development plan agreed with their line manager

Line managers should determine the needs of their staff as outlined above and agree a suitable training and development method to address those needs.

This agreement should be documented via either

- (i) an induction check-list
- (ii) the appraisal form or
- (iii) other documentation stating the type, purpose, cost (monetary and personnel) and timing of any agreed training

Courses will be approved on a priority basis. With (1) being the most important.

- (i) To meet legal requirements of the Union or your position
- (ii) To meet Union or departmental business objectives
- (iii) To improve your skills in your role

(iv) For personal gain and career management.

The decision to allow staff to take up these training & development opportunities is taken by your line manager in consultation with the Membership Services Manager. Final approval must come from the Finance/General Manager as account controller.

Where the training involves staff absence from work i.e. day release, consideration should be taken of the impact of this on other staff members' work loads and provisions put in place so as to lessen this effect.

Fees for training courses agreed by the procedures outlined above, are normally payable by the union. If you should leave the employ of the Union in less than 2 years after completing the course/study or fail to complete the course the Union may seek repayment of a percentage of the course fees from you. Repayment will not be required if for courses that the Union deemed essential to the position.

Where a course involves an examination, the union will pay any examination fee if this is extra to the course costs. The union will not fund any extra financial or personnel costs incurred due to failure of a course i.e. examination re-sits, extra day release.

Staff members will be expected to pay for any additional teaching materials whose costs are not covered in the course fees.

Wherever possible, the union will allow time off work to prepare for examinations, assignments etc. resulting from agreed training courses. This must be agreed after consultation with the staff member's line manager.

The union will pay travelling and incidental expenses if this has been agreed with the staff member's line manager.

Before staff can undertake training they will be asked to confirm their agreement by signing a training request form and agree to the terms and conditions as detailed above.