

CHRE

Staff Development Policy

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1 Staff Development

1.1 Introduction

The Council for Healthcare Regulatory Excellence (CHRE) (the organisation) recognises that its staff are its most valuable asset. Only through their expertise and commitment will CHRE achieve the objectives outlined annually in the business plan.

To this end, CHRE requires the highest standards of performance from all staff and regards continuing development and training to support them in achieving this as essential.

CHRE will make every effort, so far as resources permit, to encourage and enable staff to realise their potential by providing opportunities to gain the knowledge, skills and experience necessary for them to meet individual, team and organisational objectives.

1.2 How to apply this policy

Managers are required to assess any request or recommendation for staff development using this policy if the total cost for the course (including VAT) exceeds £1,000 or if the course duration is longer than two days.

1.3 Identifying Staff Development Needs and Opportunities

The identification of staff development needs should be undertaken by line managers through the 6 monthly performance appraisal process using the Performance Appraisal Policy and Procedure and, where appropriate, the Induction Policy.

Objectives should also be set during the performance appraisal process and these should be clearly aligned with the team and organisational objectives as described in the business plan.

Opportunities for staff development occasionally arise outside the formal review process. These should be assessed on a case-by-case basis and prioritised according to available funds and developmental needs of other staff.

1.4 Support

Conferences, workshops, seminars and courses

- CHRE will pay the full cost for attendance at conferences, workshops, seminars and training courses. Where required by the management the attendee will provide a summary to the manager of the training and its application to the organisation and any material provided at the event.

Further education

- CHRE will financially support staff to undertake further education training. The level of support provided will be assessed on a case-by-case basis by the Chief Executive according to the Training Needs Assessment Matrix below.
- Study leave for examination and revision purposes shall be:
 - Certificate level – 5 days for the duration of the course
 - Diploma level – 7 days for the duration of the course
 - Degree level – 20 days study for the duration of the course

Study leave will be assessed according to the matrix below and, if awarded, may be up to the level of funding provided. For example, if CHRE agrees to pay 75% of your costs then we may provide up to 75% of the study leave amounts listed above. Study leave may in some circumstances not be provided, depending on work requirements.

• Training Needs Assessment Matrix

	Not relevant	Limited relevance	Partially relevant	Relevant	Very relevant	Essential
	0	1	2	3	4	5
Relevance to the job						
Benefit to the Organisation						
Benefit to the team						
Part of Personal Development Plan						
Core function requirement						

- Funding provided:

21 - 25	100%
16 – 20	75%
11 – 15	50%
1 – 10	25%

Please note that prior to the authorisation of any funded training courses all employees will be required to complete a Training Agreement. The Training Agreement will set out the pay back requirements should employees leave the organisation during or after the completion of the training course.



1.5 Monitoring and Evaluation

The benefits and outcomes of any training should be assessed by line managers as part of the Performance Appraisal Policy and Procedure and, where appropriate, the Induction Policy. This should comprise a formal note recorded as part of the documentation required under each of these policies.

The Management Team should undertake an annual review of the staff training that has taken place during the previous year and incorporate the outcomes of this review in estimates for future training requirements.

1.6 Budget

- Staff training funds will be calculated as 3% of the overall staff salary budget. Each team has call on a fair share of the staff training budget however they must bear in mind that decisions about funding for training are made on behalf of the organisation as a whole.
- No expenditure may be authorised without the approval of the Director of the relevant division or, where appropriate, the Chief Executive.
- Proper processes must still be followed in order to justify any expenditure on staff training. Regular review of expenditure throughout the year by the Chief Executive and Directors of each division should identify any potential under or overspend and negotiations regarding re-allocation of funds should then take place accordingly.
- Line Managers will be required to provide progress reports on their staff training plans each year as part of the regular budget monitoring process.

Document Control

Version Control

Printed documents are uncontrolled. This document is only valid on the day it was printed.

Version	Description of Version	Date Completed
1.0	Staff Development Policy	03/10/08
1.1	Staff Development Policy – amendments to reflect current job titles.	07/10/10

Associated Documentation

Version	Description of Documentation

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