

Learning and Development Policy

1 Aims and principles of this Policy

- 1.1 CANDI recognises the importance of effective learning and development in assisting it to achieve its objectives which are to promote any charitable purpose for the benefit of the communities of Cinderford and the surrounding area in order to relieve poverty and sickness and to encourage initiatives and developments within those communities in the interests of social welfare with the object of improving the conditions of life of the said community
- 1.2 Employees, volunteers and trustees of CANDI will have access to opportunities for learning and development to enable them to perform to the best of their ability, in order to help the organisation to achieve these objectives.
- 1.3 CANDI commits to offering learning and development opportunities to all employees and volunteers irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation or hours of work. We recognise that learning and development activities take a number of different forms.

2 Responsibilities

- 2.1 It is the responsibility of the Personnel Working Group to:
 - communicate the organisation's objectives and values
 - work with the employee or volunteer to identify their developmental needs and link these to the organisation's objectives
 - work with employees or volunteers to identify solutions to the needs
 - encourage employees to undertake and make use of learning and development activities
 - evaluate the impact of learning and development for individuals and the organisation
- 2.2 Employees and volunteers have a responsibility to:
 - assist in identifying learning and development needs and opportunities
 - undertake learning and development activities
 - evaluate learning undertaken and its contribution to their personal development and that of the organisation

3 Identifying training needs

- 3.1 Employees or volunteers together with the Personnel Working Group will identify learning and development needs:
 - on recruitment/appointment to a new role
 - during induction to the organisation (refer to any checklists used as appropriate)
 - upon changes to an existing role.
 - upon internal promotion.
 - upon the introduction of new systems /projects or enhancement to current working practices.
 - in response to user feedback or changes to user requirements.
 - on an ongoing basis during regular line management meetings
 - on an ongoing basis through annual appraisals.
 - through ad hoc one-to-one discussions between line manager and employee.
- 3.2 The aim of this needs identification will be to highlight individual strengths or areas of performance which require development or further training.
- 3.3 Before any learning activity is undertaken the management group will approve in their meetings.

4 Forms of learning and development

4.1 Learning and development can be provided through the following:

- External training
- In house training
- Induction training
- On job training
- Work shadowing
- Coaching and mentoring
- Attendance at seminars, forums, conferences, workshops

5 Evaluation

5.1 It's important that the benefits of the learning and development activities are evaluated to establish the long- and short-term impact on the individual and organisation's performance.

5.2 Evaluation of training activity will take place through the following means:

- Completion of evaluation form
- Follow up discussions during line management meetings
- Discussion during appraisals

6 Review of policy

This policy will be reviewed every three years by the Board of Trustees to ensure it remains up to date and reflects the needs and practices of the organisation.

6.1 Document control

Last updated	12 September 2023
Next review	September 2026