



## **ORE VALLEY HOUSING ASSOCIATION**

### **STAFF TRAINING AND DEVELOPMENT POLICY**

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**ORE VALLEY HOUSING ASSOCIATION LTD**  
**STAFF TRAINING AND DEVELOPMENT POLICY**

**Introduction**

Ore Valley HA supports and promotes the up-skilling and development of its Board members and staff as a key contributing factor in the overall development of the services that the Association provide. It is acknowledged that training and development are best self-driven by individuals, although management and the business plan have a role to play in encouraging individuals to take the initiative.

Ore Valley HA will therefore develop and implement policies, which aim at improving the service delivery offered and improve the staff member's ability to carry out their job whilst also offering personal development.

This policy should be cross referenced with the Policies below in order to ensure compliance with the relevant standards and good practice:

- Internal Management Plan
- Staff Induction
- Code of conduct for staff and committee
- Openness and Confidentiality Policy
- E-mail and Internet usage
- Stress Management Policy
- Communications Strategy

**Each member of staff has the right to expect:**

- Induction into the organisation, staff and Board should understand the structure, culture, processes, ethical requirements and what contribution the individual is expected to make.
- A working environment which is emotionally safe, enjoyable, participative and fulfilling.
- A clear structure and process to access support, individually and in groups as appropriate, for the development of new competencies – competencies which will be of relevance to the individual's employment within the Association and will provide personal growth, career prospects and the individual's lifelong learning.
- To participate in the development of individual training plans
- An annual staff and Board appraisal process, whereby the individual's training needs are established for the forthcoming year. The training offered includes:-
- specific day courses and seminars;
- professional training with the option of day release leading professional qualification;
- sharing of knowledge and skills with other colleagues
- online **training tailored for associations needs**

**The Association has the right to expect from each member of staff:**

- Development of his/her competencies and capability in accordance with the Association's Policy and Strategic objectives.

- For them to become committed and take personal responsibility to agree an individual training plan which will address personal development as well as specific expertise, on a regular basis.
- To participate in team/staff development where appropriate
- To keep a record of his/her staff development activity
- To contribute to the nurturing and growth of an emotionally safe, enjoyable and fulfilling working environment.

Those wishing to apply for support in pursuit of a course of study should arrange to meet with their line manager as part of their ongoing professional development. The purpose of the meeting will be to discuss:

- The proposed course of study and relevance to the job
- Career aspirations
- Time implications
- Costs implications

Following this discussion the line manager will consult with the CEO and decide whether the application meets with the following criteria:

- The proposed course of study is relevant to the job which the individual is carrying out.
- The course of study which will enable the member of staff to make a greater contribution to his/her job, to carry out his/her duties more effectively
- The expenditure on any one individual must be considered within budget/financial constraints and take account of other applications under consideration.
- The course undertaken must be relevant to the strategic aims of the Association as set out in the Business Plan.

Information on external training opportunities organised by organisations such as SFHA, CIH, CVS, and Scottish Housing Regulator will be made available to the Association's Board and staff by way of e-mail, The Training Folder and fliers. Internal training will also be offered as and when required, including updates in respect of the organisation's policies and procedures during staff meetings.

The CEO and Senior CSO will monitor the level of training provided to staff on a quarterly basis to ensure that the individual's needs are being met and a report will be presented to the Board on an annual basis

The Association will also provide a comprehensive induction course for all new staff, or staff transferring jobs within the Association, to be managed by a designated senior member of staff. (Please refer to Staff Induction Policy for further details).

### **EQUAL OPPORTUNITIES**

OVHA is an equal opportunities organisation and ensures equality of treatment for all customers without discrimination or prejudice based on a person's' gender, sexual orientation, race, ethnic origin, nationality, religion, age, disability or illness.

The Association will always seek to follow best practice in order to ensure that the above group needs are understood and implemented.

In line with the Association's commitment to equal opportunities, this policy can be made available in a variety of formats, including large print, translated into another language or on audio tape. Please contact our office on 01592 721917 or email at: [ovha@orevalleyha.org.uk](mailto:ovha@orevalleyha.org.uk)

#### **MONITORING AND REVIEW**

The CEO is responsible for ensuring that all staff comply with this Policy and the associated Procedures following the appointment of new staff.

The Corporate Support Team will ensure that this policy is reviewed at least every 5 years.