



STAFF TRAINING & DEVELOPMENT POLICY

Introduction

Gwynedd Environmental Waste Services Ltd recognises that our most valuable resource are our employees. The future development of the services and support offered by the organisation our customers relies upon our workforce being fully trained and competent to carry out their roles.

1. Policy Statement

GEWS is committed to the development and training of each member of staff, quipping them with the necessary skills and knowledge to provide the best possible quality service and support to our customers.

2. Aims of the Policy

- To support and promote development of all staff members through education and training;
- To standardise procedures for accessing training for all staff employed by GEWS;
- To provide equity for all staff members in accessing training resources and opportunities.

3. Scope of the Policy

- This policy is intended for all staff members of GEWS;
- This policy sets out the standard format for application for training in GEWS.

4. Terms and Definitions

Induction Training: Training given as an initial preparation upon taking up a post;
Mandatory Training: Certain types of training are mandatory and will include such areas as Health & Safety, Emergency First Aid, Manual Handling and CSCS.

5. Principles

All new employees will be given appropriate induction training;

GEWS will endeavour to ensure that staff receive the necessary training to work in line with policies and statutory procedures relevant to their job description;

GEWS is committed to the professional development of its staff. It will devote resources for training which provide organisational benefit in line with budget resources and limitations.

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6. Responsibilities

It is the responsibility of Line Managers to ensure effective induction training is provided and that all statutory training requirements are met;

All staff have a responsibility to participate fully in training opportunities, and to inform their line managers of any personal training needs they may have in relation to any aspects of their employment role;

Staff who are members of regulated professional bodies will be supported and facilitated to retain, maintain and develop the requirements of those bodies;

Human Resource Division keeps a record of specific training undertaken by staff.

7. Identifying Training Needs

Training Needs are identified through a number of ways, including during initial induction, supervision, reviews, or through the Performance Management System.

The line manager decides in conjunction with the staff member the type of training most appropriate to meet the training needs of him/her.

8. Requests for External/Internal Training

All requests for external training must be in writing, with a clear justification as to how the training will benefit the organisation. Adequate time should be made for requests to be processed. It is recommended that requests are formally made two months prior to a decision being required by the staff member.

Approval to undertake external training must be provided by the Line Manager, and this will be done if sufficient financial resources are available, and the manager agrees the training is in line with the staff member's role. Staff should be made aware that budgets are reviewed on an annual basis and are subject to change.

Each case will be considered on its own merits and the primary considerations will always be the needs of the department cost and staff cover.

Should a person not complete a training programme that had been funded by GEWS, they would have to pay the cost back to the organisation. An exception would be if the individual demonstrated that they had taken every effort possible to complete the course but had been unable to. Note that this only applies to continued development, or personal development. It does not apply to mandatory courses.

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Should staff undertake training which is funded by GEWS and costs over £500.00, they will need to sign an agreement that they will remain in employment of GEWS for at least two years, or repay the fee or part thereof, should they terminate their employment.

9. Attendance at Training

Staff are expected to attend all mandatory training;

In cases where the training is in the staff members own time and funded by them, attendance is entirely at their discretion. However, where GEWS contributes to the training through time and/or funding, attendance is required. If a staff member fails to attend their training, they must follow the same procedures as they would if reporting absence from work;

GEWS has the right to seek proof of attendance for all training attended during work hours;

Attendance at all training received by staff, mandatory as well as continued and professional development will be recorded in their personal file. This file will also include copies of any certificates received.

10. Feedback

As part of GEWS's continuing commitment to training, staff are asked to provide feedback on the value and effectiveness of the training they undertake. This information will be used to assess and improve the training process.

Staff may also be asked to share their knowledge gained with others on completion of the course.

11. Management Training

Training will be made available to all managers who manage/supervise front-line staff.

12. Trainer's Competency

GEWS will endeavour to ensure that training is delivered only by people who are competent and qualified to do so.

13. Annual Staff Training & Development Programme

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HR will be responsible for the production of an annual *Staff Training & Development Programme*, which will be based on a review of both the individual staff training needs and that of staff team training needs;

The programme will outline the resources available to meet those needs;

The Head of HR will consult with Managers in the preparation of the *Staff Training & Development Programme* which will be subsequent to the manager's consultation with their staff teams.

SIGNED: Gwil Thomas

POSITION: Director of Compliance, Regulation, Health & Safety

DATE: 10 January 2022

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