



Learning and Development Policy 2019-20



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Policy Statement

This Policy has been developed in line with the Geason's overall Vision, Purpose, Values and Culture and reflects a belief and passion in the need to develop and support all employees, whether employed on a full-time or part-time basis to enable them to do their job effectively; develop their potential and their performance; and provide quality, value for money, services to our learners, customers and stakeholders.

Policy

The Policy reflects the Geason's Workforce Plan framework, to ensure we maximise the organisational capacity, performance and resilience to deliver the Geason's objectives through people, which means:

- » Having the right skills, in the right place, at the right time, to the required capacity to deliver the Geason's priorities at the agreed standards
- » Developing and supporting all of our employees to do their job well to deliver the Geason's priorities for the benefit of our learners and customers
- » Working as one provider and, through our partners, to deliver effective and efficient services

The policy sets out the minimum standards which managers and employees are expected to implement, and clarifies the Geason-wide learning and development initiatives managers and employees have access to, such as the Geason's Employee Induction Programme and the mandatory learning toolkits, the train the trainer programme and the qualification routes.

The Geason's values will be integrated into all performance and development review procedures and will be linked to learning and development requirements. Some areas may also wish to use professional competencies or standards that are set by relevant professional bodies.

Recognising the economic climate there is an expectation that, as well as quality, the cost of any learning and development opportunity is carefully considered. The opportunity to utilise Apprenticeship Levy funding should always be explored prior to any other expenditure commitments.

Minimum Standards

- » All new employees and those new to a role, team or service across the organisation will have access to a Geason Employee Induction as well as a local (department/team) Induction process that will allow them to settle into their role.
- » All learning and development contribute to the Geason's Vision, Purpose, Values and Culture.
- » Learning and development opportunities will be accessible to all.
- » All employees will have a development plan in place for both must do training and personal development.
- » All employees have equal opportunities to develop their career within the organisation.
- » Employees are well supported after accessing learning and development opportunities and have clear objectives for putting the new skills and knowledge into practice.

Training Arrangements

Training expenses and “time off”

Time off for training and study leave and reimbursement of appropriate fees and expenses will be given in approved cases.

Reimbursement of professional subscriptions

Where there is a requirement to join a professional association to undertake a qualification course, Geason will reimburse subscriptions in accordance with the criteria set out in the Professional Subscriptions policy.

Travel expenses

Necessary travel expenses will be paid in accordance with the Business Travel Policy and Travel and Subsistence Rates.

Overnight stays

Reasonable costs will be paid for accommodation, an evening meal and a drink along with out of pocket expenses.

Books/study material

Assistance will be provided with provide books and study materials. Once the study is completed these resources are considered property Geason and should be retained by the Learning and Development Team.

Responsibilities

Standards and Performance Board - via the Personal, Development, Welfare and Behaviour Steering GrOup
Corporate Management Board

- » Responsible for ensuring this policy is implemented across the organisation and supports the achievement of the Investors in People standard
- » Responsible for evaluating the impact of the policy through performance management.
- » To be aware of the Geason 's overall investment in learning and development and the quantification of how this investment has improved the performance of the organisation.
- » Responsible for funding and direction of learning and development planning.

Learning and Development Manager

- » Develop and maintain the Core Values and Behaviours in line with the Geason's Vision, Purpose, Values and Culture.
- » Commission the design and delivery of appropriate programmes of learning to meet the needs of the organisation and employees.
- » To share information about development activity and identified need across the organisation via the management and leadership team.
- » To identify areas of shared need across departments and teams and agree provider solutions based on analysis of best practice.
- » To identify opportunities for cross area delivery and access to funding.
- » The opportunity to utilise Apprenticeship Levy funding should always be explored prior to any other expenditure commitments.
- » To identify need related to corporately led initiatives, e.g. leadership, management development.

Managers

- » Inducting new employees/employees new to a post and provide coaching on immediate work processes.
- » Managers must ensure a development plan is in place with discussion as part of performance development and review process
- » Discussing learning and development needs with individual employees and agreeing an individual development plan.
- » Reviewing and evaluating the effectiveness of learning and development on individuals and teams to demonstrate a clear benefit to the overall requirement to improve services to our learners, employers and key stake holders.
- » Encouraging and supporting staff to be proactive about self-development at work and facilitating reinforcement and application of learning in the workplace
- » Be aware of employee development opportunities and the impact of discrimination issues and equal opportunity.

Employees

- » Are expected to actively contribute to identifying and meeting their own job-related development needs and agreeing personal development plans and implementation with the line manager.
- » Need to recognise that learning and development is a two-way process and individual employees need to accept responsibility for their learning and development and its application in their work.
- » Are expected to consider different types of learning activities e.g. coaching, mentoring, e-learning and events, research.
- » To complete and sign an enrolment form id applicable.

Further Support

Fraser Campbell – Learning and Development Manager
