

FORTH HOUSING ASSOCIATION LIMITED

STAFF TRAINING POLICY

Code: HR16

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HR26 Terms & Conditions
of Employment



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FORTH HOUSING ASSOCIATION LIMITED

STAFF TRAINING POLICY

1.0 Introduction

- 1.1 The Association recognises the need to make the best use of staff to achieve value for money, continuous improvement and to deliver high quality services.”
- 1.2 We will ensure that training opportunities are available to all staff members, in order that individuals have sufficient skills and information to fulfil the requirements of the Management Committee and carry out their work in an effective, efficient, accountable and legal manner.
- 1.3 Staff Members should take full advantage of the training opportunities available in order to ensure that they have the skills and ability to manage their business effectively.
- 1.4 Management Committee Members will ensure that annual training plans are agreed and sufficient budgets are approved in order to implement such plans.

2.0 Skills and Knowledge Required

- 2.1 At the time of interview for any post with the Association, candidates will receive a copy of the job description relevant to the post on offer. Throughout their period of employment by the Association, members of staff should refer to their job description on a regular basis. Staff should ensure that they seek training in order to acquire the skills necessary to perform the duties set out in the job description. Any staff member who recognises that they are lacking in necessary skills should approach their Manager in order to agree on the most suitable training option. It is also a Manager's responsibility to aim to identify any skills shortage any member of staff may have and to ensure relevant training is provided, internally or externally.
- 2.2 All Staff Members should recognise that the skills and knowledge they require, in order to carry out their duties, will change over time. Reasons to acquire new skills and knowledge may include changes to job descriptions incorporating new duties, promotion to a more senior post, changes in key legislation or official guidance and changes in internal or external procedures.

All staff members must be alert to any requirement to add to existing skills and knowledge and must approach their Manager in order to agree on the most suitable training option. Similarly it is the Manager's responsibility, where possible, to ensure relevant training is provided, internally or externally.

3.0 Responsibilities of Individual Staff Members

3.1 The responsibilities of individual staff members are identified in their job description. There are additional sources and publications which will further define the responsibilities of staff members and these are as follows:

-  Performance guidance and requirements of the Scottish Housing Regulator
-  Good practice guidance
-  External agency guidance notes in operation, particularly those pertinent to the functions of the individual officer
-  Approved policies and procedures of Forth Housing Association
-  Internal Management Plan
-  Relevant Legislation

4.0 Mechanisms for Induction and Training

- 4.1 Induction training for new staff members is outlined in the Staff Induction Policy and Managers should make every effort to ensure that new staff are provided with the knowledge and skills necessary to undertake their new duties.
- 4.2 In accordance with the Association's Staff Appraisal Policy an appraisal will take place on an annual basis. In order to meet performance standards and to achieve targets, an individual must be trained and developed and agreement of training priorities is a key element of the appraisal.

- 4.3 In addition to ad-hoc training opportunities, staff will also be encouraged to consider the achievement of relevant vocational and academic qualifications such as the recognised Diploma in Housing and the HNC in Housing Administration. Study may be carried out on a day release, evening class or distance learning basis. At the Committee's discretion, and for appropriate courses (such as those leading to technical or professional qualifications), up to 100% financial assistance may be given with approved costs and fees. Section B4 of the approved Statement of Terms and Conditions of Employment gives a full description of agreed requirements and procedures.
- 4.4 The Association will ensure that an adequate staff training budget is identified each year by reference to any agreed training plan and to the expenditure incurred in the previous year.
- 4.5 A staff training plan will be agreed by the Management Committee on an annual basis as a part of the Internal Management Plan.

5.0 Review

- 5.1 This policy will be reviewed at least every 3 years by the Management Committee and staff are responsible for ensuring that it meets legal and good practice requirements.