Training and Development Policies: General

A BWF Code of Conduct Compliance Guide

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Introduction: What is a Training and Development Policy?

A Training and Development Policy is a statement of a company’s commitment to proper training and its willingness to give its workers the opportunity and encouragement to develop their individual skills. At its simplest, it is a statement of what the company actually does in terms of training its staff.

Ideally, the Training and Development Policy will set out the principles which underpin the commitment, give an overview of the company’s plans for training and development, and can also help to focus how training provision will be allocated to benefit the company. Policies should be reviewed regularly, and adapted to changing circumstances.

The BWF Code of Conduct requires Members to ensure that they and their employees have the appropriate levels of expertise to work safely and efficiently, and to provide training where necessary to achieve this. Most BWF Member companies provide their staff with a range of on-the-job, in-house and external training, depending on their needs.

A Training and Development policy should help you:

* Ensure that training and development needs are identified and met;
1. Clarify who is responsible for identifying training needs and organising for them to be met;
2. Ensure all training and development issues within the company are dealt with consistently;
3. Enable you to budget for training and make best use of the resources you have available.
4. Help resolve conflicts in training and give a more structured approach to allocating resources.
* Support the equal opportunities policy (where one is in operation).

Companies are also finding that training policies help their business development, such as when they are asked to provide details of their training policy, training plans and employees’ qualifications when tendering for work, or if they formalise their policy as part of their working towards Investors in People accreditation.

**What should be included?**

**Why do you need a Training Policy?**

The policy provides the guidance and framework, including action required, as to how training will meet the objectives of the business. It should identify what the organisation wants done and:

1. Who has the authority to make decisions, assess needs, allocate resources, determine strategies, provide and monitor the training.
2. Who must be consulted.
3. Who is responsible and who else shares responsibility for different aspects of training and development.
* Who must be informed about training

and development.

The policy provides senior management and others with guidelines and parameters and acts as a reference document for team leaders and others to use. It should include:

1. An equal opportunities statement or reference to the equal opportunities policy (the two policies must be linked).
2. A statement of the aims and objectives of the training and development function or department.
3. The names of those responsible for identifying training needs, formulating plans, ensuring attendance, monitoring and reviewing the outcomes.
4. The names of those responsible s for calculating, agreeing, allocating and monitoring the budget.

This model Training and Development Policy has been written to give guidance on what a training policy should include. It assumes that the company operates a staff review system and has an identifiable training budget. The policy should reflect what you do, or what you plan to do, so feel free to change the specific wording as you think necessary.

To adopt this as your training policy, simply copy it onto your company headed paper and sign it to indicate your acceptance. If you adopt this as your training policy, it will be accepted as evidence that you have complied with this requirement of the BWF Code of Conduct.

*For further information, or if you have any queries, contact the BWF Helpline (Tel: 0844 209 2610.*

**Model Training and Development Policy**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Insert company name) is committed to providing high-quality joinery products which meet the standards our customers expect of us and we expect of ourselves.

It is therefore essential that we employ trained and competent workers. We review our skills needs on a regular basis and are committed to investing in training and development. We use a variety of on the job, in-house and external training in order to meet the needs of the business. Workers are expected to participate in developing their skills, although their personal wishes in respect of their career development will be respected.

All workers joining the company will be provided with an induction and individually encouraged to take part in further training to equip them to perform the tasks determined by the firm. Training will be provided to meet needs arising from performance or disciplinary matters and the worker will be expected to participate in the training.

This policy will be implemented in line with the company’s Equal Opportunities Policy.

## Aims and Objectives of Training and Development

Training and development (including the acquisition of qualifications) will be allocated to individuals according to their existing qualifications and training record and to ensure that the company meets any legal and regulatory obligations and that workers can function efficiently and effectively.

Training and Development will be prioritised as follows:

1. Legal/regulatory requirements e.g. updating and gaining appropriate qualifications.
2. Skills updates essential for Health and Safety e.g. Manual handling, operation of new machinery, and use of new materials.
3. Business imperative e.g. Acquisition of Construction Skills Certification Scheme (CSCS) cards, communication, customer service and other skills.
4. Personal Development e.g. courses and training that benefits the individual as opposed to the company.

Training and Development may take place over a period of time and according to these priorities.

## Identifying individual training needs

The appraisal or staff review system is the primary means of identifying individual training needs in relation to the priorities of the firm.

## Staff responsibilities

Individual staff are responsible for completing their pre-appraisal forms. Line Managers are responsible for completing the full appraisal. Any training and development needs identified must then be forwarded to \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for review and final approval according to the priorities for training and development.

\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is responsible for compiling the annual training plan for the company.

\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is responsible for selecting training providers, courses and training and development resources.

\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is responsible for ensuring attendance and reviewing the outcomes of the training.

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## Budget

The budget will be reviewed and allocated annually. \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is responsible for calculating, allocating and monitoring the budget.

## Any queries regarding Training and Development should be referred to

\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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