

# *Training and Development*

## ***1. MONITORING AND EVALUATION OF TRAINING NEEDS***

- 1.1. A database will be used to analyse and record all training requirements and to implement training courses both internal and external.

## ***2. TRAINING REQUIREMENTS WILL BE IDENTIFIED FROM:***

- 2.1. Legislation – policy requirements for each post will direct the primary training needs and must take priority.
- 2.2. Staff Appraisal – this will identify the individuals' aspiration and the business need.

## ***3. INDUCTION TRAINING***

- 3.1. Every employee including volunteers will be given a Employee Continuous Personal Development Checklist (ECPDC).
- 3.2. This will enable the employee to become more aware of their roles, responsibilities, relationships, company principles and working practices.
- 3.3. The project manager will be able to monitor staffs' progression within supervision and appraisals using the ECPDC and will hold an office copy of this on the personnel files to be kept in a locked filing cabinet in the managers' office.

## ***4. E-LEARNING***

- 4.1. Every contracted permanent employee will be subscribed to our E-Learning program. E-Learning provides each employee with fully certified training courses in all aspect of the work and Health & Safety. Areas shaded in green are mandatory others not shaded green may be required depending on your role
- 4.2. Each employee should aim to complete at least two courses per month but not limited to two.
- 4.3. E-learning will be monitored as at 3.3 during supervision and appraisals

## ***5. INTERNAL TRAINING***

- 5.1. Internal training will be given when external training or E-Learning programmes are either not available or do not satisfy the specific requirements of Sanctuary Trust and its policies and procedures.
- 5.2. Any member of staff, volunteer or service user may be asked to deliver internal training and internal training will be given to them to enable and empower where experience and confidence may be lacking.

## ***6. EXTERNAL TRAINING***

- 6.1. External training will be sought when specialised or specific requirements are not available from the Sanctuary internal training programme or it is deemed that the service provided from external sources would be of greater benefit to Sanctuary Trust, its staff and/or service users.

- 6.2. A training budget will be allocated for all training and confirmed at the management meetings.

## **7. COMMUNICATION**

- 7.1. All staff and volunteers will be informed of training venue and programme:

- 7.1.1. At staff meeting(s)

- 7.1.2. On the staff notice board (located in the main office)

And dates:

- 7.1.3. On the holiday planner

- 7.1.4. In the diary

- 7.2. All service users will be informed of training dates:

- 7.2.1. At Residents' Council meetings.

- 7.2.2. At Residents' Weekly meetings.

- 7.2.3. On the residents' notice board.

8. Any communication from external training providers is sent to the individual by post and is outside the control of Sanctuary Management. The intended trainee should communicate all information of this nature and arrange rota cover when necessary through the project manager. All training must be authorised by the project manager before confirmation.
9. All information and feedback from training courses will be recorded on the training database (for staff and volunteers) provided the communication procedure has been followed correctly and recorded on the action plans (for service users). Any product of a training course that is not practical to record in these ways will be kept in the training office.
10. A list of training courses currently on the database will be displayed on the staff notice board. See appendix 1.
11. A list of E-Learning courses currently available at appendix 2

## Appendix 1.

Title
<b>Internal Training</b>
Our mission statement training
Reasons for homelessness
Housing Options
Signposting
Life Coaching
Substance Misuse training
Boundaries and confidentiality
Harm reduction training
Anti-discrimination and Equality
Conflict resolution
Lone Working @ Sanctuary Trust
Reintegration Workshops
<b>External training</b>
Red Cross First Aid training
Local Borough Safeguarding Area Board (LBSAB)
Domestic Violence
LBSAB Financial Abuse
LBSAB Mental Health Capacity Act + deprivation of liberty
Safeguarding
LBSAB Self neglect and hoarding
LBSAB Provider Safeguarding Responsibilities
LBSAB Assessing and Managing Risk
LBSAB Toxic Trio
<b>External ELearning</b>
Understanding drug addiction
Logical + Critical thinking
Introduction to prevent
Learning to Teach

## Appendix 2

### HEALTH & SAFETY INTERACTIVE

Abrasive Wheels \*  
**Accident Reporting (RIDDOR)**  
Asbestos Awareness  
CDM Regulations  
Confined Spaces  
**COSHH**  
Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)  
Driving Safety \*  
**DSE**  
Electrical Safety  
Environmental Awareness  
Farm Safety  
**Fire Safety**  
**Fire Wardens**  
**First Aid in the Workplace (Employees)**  
**First Aid in the Workplace (Managers)**  
Food Allergies  
**Food HACCP Level 3**  
**Food Safety Level 1**  
**Food Safety Level 2**  
**Food Safety Level 3**  
GHS Classification  
Hand Arm Vibration  
**Health & Safety for Cleaners**  
**Health & Safety for Managers**  
**Health & Wellbeing**  
Hot Weather Conditions  
**Induction Safety**  
**Infection Control**  
Introduction to Health & Safety Audits  
Laboratory Safety \*  
Legionella\*  
Lifting Operations & Lifting Equipment Regulations (LOLER)  
Lift Truck Safety  
Lockout / Tagout  
**Lone Working (Employees)**  
**Lone Working (Managers)**  
Malaria Awareness  
**Manual Handling**  
Medicine Awareness  
Mental Health Legislation  
Noise Awareness  
Norovirus  
**Office Safety**  
Pregnancy  
Personal Protective Equipment (PPE)  
**Risk Assessment**  
**Safeguarding Children & Vulnerable Adults \***  
**Safeguarding Children Level 1 \***  
Safe Movement of Vehicles  
**Slips, Trips & Falls**

### **Spill Prevention & Control**

Stepladder & Ladder Safety  
Steward Training  
**Stress Management (Employees)**  
**Stress Management (Managers)**  
Winter Weather Awareness  
Working at Height  
**Workplace Safety**

Working with Young People  
Young People at Work  
Workplace Safety

### HEALTH & SAFETY VIDEO

**5 Steps to Risk Assessment**  
Accident Investigation  
Asbestos  
**COSHH Awareness**  
Driving Safety  
**DSE**  
Electrical Safety - Maniac  
**Environmental Awareness**  
**Fire Safety The Facts**  
Food Hygiene  
**Health & Safety for Cleaners**  
Health & Safety for Homeworkers (Employees)  
Health & Safety for Homeworkers (Managers)  
**Health & Safety in the Office**  
**Health & Safety We Are All Responsible**

### HEALTH & SAFETY REFRESHER TITLES

**Top Tips - Fires Safety (Video)**  
**Top Tips - Health & Safety (Video)**  
**Top Tips - Manual Handling (Video)**  
Top Tips - Office Safety  
**Workstation Setup (Interactive)**

### HEALTH & SAFETY SPECIALIST TITLES

Driving Safety International (Interactive)  
Environmental Awareness International (Interactive)  
Moving & Handling People (Video)  
Student Health & Safety (Interactive)

### COMPLIANCE & SOFT SKILLS INTERACTIVE

Bribery Act  
Computer Safety in the Workplace  
**Data Protection**  
Energy Efficiency (Employees)  
Energy Efficiency Awareness (Managers)  
**Equality & Diversity**  
**General Data Protection Regulations**  
Modern Slavery Act