

TRAINING AND DEVELOPMENT POLICY

Policy Statement

This policy outlines Life In Actions requirements, design principles and commitments for Learning and Development. It also encompasses training, another way we might support employees to learn. The purpose of this policy is to help, encourage and enable employees to achieve to the best of their ability and this is supported by the Learning and Development principles laid out herewith. We do not provide paid for training to our independent counselling practitioner; however, they may attend our training should they wish.

This policy also sets out the training standards of how we work with the training principles. These are the cornerstone of everything we do and how we help and support our employees to learn this is to the benefit of our clients we work with and adheres to the BACP ethical code for competency to practice.

When working with external training providers we should ensure that our principles are covered in some way, not to detract from their own systems and processes but to ensure our employees receive an equally high standard of learning. This again we want to ensure such training is inline with our values and principles as a counselling service.

This policy sets out the procedure to be followed by the company and those involved in designing and delivering Learning and Development solutions.

Learning and development

Learning and development is the way we describe how we support our employees to develop in their roles. This may be through a series of interventions, programs and with a range of resources including any CPD.

Career discussions

This is a meeting that is held during the appraisal meeting and usually happens each year. It is designed to understand more about the employee's aspirations and hopes for career plans in the future.

Mentoring

This is a term to describe how we support those who are either trainees under a professional scheme or those who are new to their role. Mentoring is a way of coaching someone to improve their standard of competency in their role. A mentor is an employee who is suitably trained in the designated work area, we offer mentoring top down Clinic Director- Therapist in this capacity.

The learning Cycle

When we design Group material we refer to, and use the principles developed by Kolb (1974)

The development plan

This is a formal document. It is a record of training and development needs that are aligned to the job, individuals need and career progression. We encourage counsellors to share this in their supervision and to work towards achieving CPD requirements to maintain practice standards.

The Company

Life In Action Limited

Responsibilities

This policy shall apply to all employees within the business regardless of their length of service or time in role with us. It does not apply to agency workers or self-employed contractors.

Procedure

This policy has been developed in line with Life In Actions overall vision and strategy and reflects a belief in the need to develop all permanent and temporary employees, whether employed on a full-time or part-time basis. It is based on the principles that Life In Action:

- thinks of its workforce as an asset as well as a cost, and believes that it should invest in that asset;
- believes that all its employees have the potential to grow, both in their work role and personally, and it shall endeavour to provide opportunities for this growth;
- considers it appropriate to base such training and development opportunities on the requirements of the business, and the clients we serve in our practice with a focus on Young People and Families as well as individuals and couples. Decisions about investment in staff training and development will be made accordingly;
- believes that responsibility for training and development should be shared between the organisation and its workforce;
- will ensure that appropriate procedures are in place to plan, deliver and evaluate training and development activity where we offer this in house;
- wants to empower it's employees to take some ownership of their own development, with support from their managers and the organisation as a whole for example a CPD log and aim to work towards delivering this as a competent practitioner;
- regularly reviews its overall level of investment in staff training and development to ensure that adequate and appropriate resources are provided; and

- plans its training and development activities in line with industry standards, and therefore maintains relationships with relevant bodies, such as the BACP.

Methods

We use a combination of training and development ranging from on the job training to more formal classroom style training. Depending on the job each employee does we believe a blended approach is the most appropriate to our business.

Off-the-job training, namely through training partners is often more appropriate for training in specific new skills or for developing the individual therapist such as CBT or TA where they may then use this with clients in a more integrated model.

Training can be delivered on line and also through individual reading and researching.

Development is about helping the person grow and extend their abilities. Life In Action takes a shared responsibility approach to learning and development. The employee is primarily responsible for his or her development. Both the employee and the line manager contribute to this. Our employees are encouraged to ask themselves questions in order to assess their skills and ability to progress:

- Do I know how?
- Can I do it now?
- What are my current skills?
- What do I need to achieve to move to a greater level of competency, for example accreditation

Development Plans and CPD

The employee's development plan includes activity plans, a learning log (to record what the key learning points of the training were and how they are going to be used) Personal development helps to produce long lasting competencies. This means employees become more positive, productive and valuable to us.

It is our aim that each employee has a personal development plan that is aligned to the objectives of Life In Action as well as their overall specialism they work in. Some of our employees may have a more specific development plan that is designed to support their professional qualifications such as CBT or accreditation. These plans are agreed, reviewed and monitored both in an informal way during the course of the year and during the formal appraisal.

Action Plans

Action plans form part of the appraisal process and may also be used as a follow up to any training.

Action Plans need to have SMART objectives:

- Specific describes exactly what needs doing

- Measurable has a target that can be measured against
- Achievable is possible within the employee's current role, skills and experience
- Realistic is achievable within the time and resources available at Savanna
- Time-framed has a clear deadline.

Professional Membership

Examples of professional bodies supported by Life In Action

CIPD - The Chartered Institute for Personal and Development

BACP-British Association of Counselling and Psychotherapy

BABCP- The British Association for Behavioural and Cognitive Psychotherapies

Monitoring and Review

This policy has been approved for issue by the Directors and will be reviewed on an annual basis or as procedures/legislation changes.

Reviewed: January 2019