

Learning and Development Policy



1 Aims of policy

To ensure that there is a framework for structured and continuous learning and development in place for Chorley Community Housing.

2 Scope of the policy

This policy applies to all employees and Board Members of Chorley Community Housing

3 Monitoring, review and consultation

This policy will be reviewed bi-annually.

4 Responsible Officer

Director of Corporate Services

5 Contact details

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Date: 18 December 2006

Executive Summary

Chorley Community Housing will produce a Learning and Development Strategy linked to the Business Plan and the People Strategy.

Business needs and customer satisfaction will drive all learning and development activities.

1 Introduction

All staff and Board Member training will be co-ordinated through Corporate Services. Critical to this process is the completion of Personal Development Plans [PDPs] for each member of staff and Board Member. This will be carried out as outlined in the Performance Management Policy

2 Policy

CCH'S RESPONSIBILITY

- Chorley Community Housing will carry out training needs analysis and skill needs analysis of staff and tasks in order to compile a list of training requirements.
- Individual PDPs will be drawn up from current training requirements and/or to allow for staff development or career progression.
- Management training will be available to staff who have a supervisory or management role.
- Mandatory training will be provided as required.

EMPLOYEE'S RESPONSIBILITIES

- Staff are to participate in the training needs analysis
- Staff are to complete training that has been identified in the analysis
- Staff are required such training as has been deemed mandatory.

3 Monitoring, review and consultation

The Executive Team will monitor the effectiveness of the Learning and Development Strategy through its action plan giving dates for completion of necessary training.

Individual managers will monitor effectiveness of training methods by staffs application in the workplace.

4 Jargon Buster

N/A