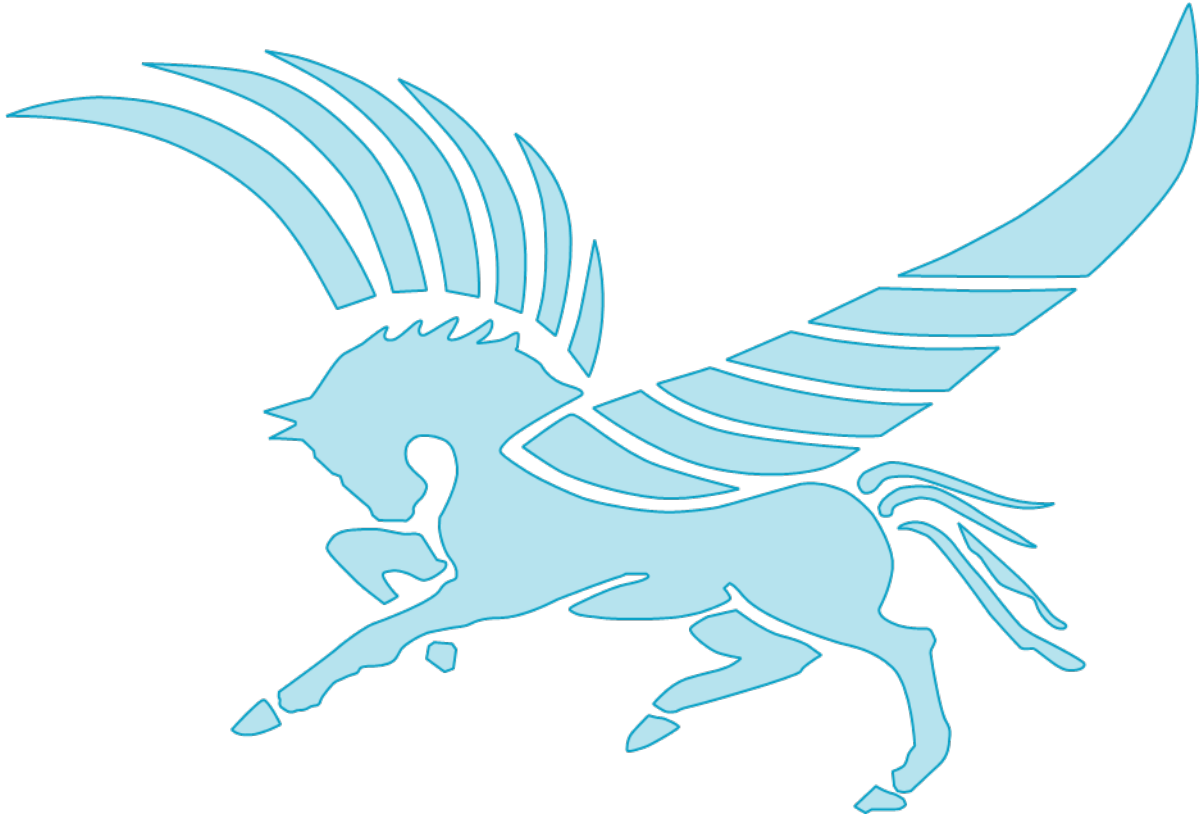


KINGSRIDGE CLEDDANS HOUSING ASSOCIATION

TRAINING POLICY



Date of Last Approval	28 January 2020
Date of Review	21 February 2023
Approved	21 February 2023
Date of next Review	February 2026

1. POLICY OBJECTIVES

The Association is committed to having well-trained staff/committee members who have the necessary skills and knowledge to enable them to operate effectively in their respective roles. Staff/committee members will be encouraged to undertake training which can be role specific or related to personal development.

2. STAFF TRAINING

Staff members will be given regular information on training courses provided by training organisations who we are affiliated to:

- SHARE
- SFHA
- EVH
- Glasgow and West of Scotland Forum of Housing Associations (GWSF)
- Chartered Institute of Housing (CIH)

These organisations provide a full range of training courses/events, but we will also consider training opportunities offered by other training providers. We can also organize in-house training where appropriate. Training can be defined as any activity which helps an individual improve their knowledge and skill set and includes training courses, seminars, conferences, and online learning.

The Director and/or individual staff members will identify any areas that will help improve performance, aid personal development, and improve knowledge, skills, and attitude. Training is an ongoing process and will be adapted to respond to changing needs, demands and circumstances. Staff members will identify relevant training courses and the Association will set an annual training budget to cover the cost of training needs.

The Director will maintain staff training records.

3. STUDYING FOR QUALIFICATIONS

The criteria for studying for vocational training/professional qualifications is outlined in the EVH terms and conditions of employment. Courses considered appropriate to the needs of the Association include:

- SNC/HNC Housing Administration
- Diploma in Housing Studies
- SNC/HNC Accountancy
- Block management courses offered through SHARE, leading to an accredited certificate.
- European Computer Driving Licence

No more than two members of staff will be given time off for day release in any one year. Staff will be required to repay a proportion of course fees if they leave their employment within 12 months of obtaining their qualification e.g., within 4 months of leaving repay full fees.
between 4 – 8 months of leaving repay 2/3rd.
between 8 – 12 months of leaving repay 1/3rd

4. MANAGEMENT COMMITTEE

New Management Committee members will be provided with an induction folder and can buddy up with an existing committee member for the first few months. All committee members will be provided with a copy of the DRUMCOG training plan.

The Association will carry out an annual effectiveness review to ensure that:

- The Management Committee operates effectively as a unit and has the necessary skills to ensure effective governance.
- Individual committee members are confident that they have the necessary skills to fulfill their role.
- We undertake effectiveness reviews for longer serving committee members.

The annual review and assessment process will highlight any skill gaps that exist. We will use a standard template to assess individual and collective skill levels and a copy of this is appended to the policy. The annual review will be carried out in June/July each year. Long serving committee member reviews will be carried out when a committee member has been on the committee for 9 years, and every 3 years thereafter. Reviews will be carried out by the Director. There are a number of external consultants who can also undertake performance reviews as appropriate.

5. POLICY REVIEW

The Policy will be reviewed every 5 years, but the review cycle may be brought forward to take account of regulatory changes or best practice recommendations.