



REG CHARITY 1013514

Training Policy

Introduction

Blackdown Support Group is committed to ensuring that all volunteers, employees and trustees have the relevant knowledge, skills and expertise to perform their role(s) to consistently high standards and to achieve their full potential. We recognise that training and development is fundamental to the improvement of our operational performance.

In accordance with the Charity's Equal Opportunities Policy, Blackdown Support Group commits to offering learning and development opportunities to all volunteers irrespective of age, gender, sexuality, disability, race or religion.

Definition

Training and development is defined as learning undertaken by volunteers, employees and trustees to maintain and advance their skills, knowledge and competencies specifically as they relate and add value to the roles they will be carrying out, and the services they will be providing.

Training and Development Process

A rolling recruitment and training plan will be put together by the trustees and the Co-ordinator. This will include any volunteer support and activity they anticipate for the following year. This plan may be amended or added to during the year to take into account any new and urgent priorities that arise.

All volunteers must complete an induction which will cover the charity's policies and objectives, and how volunteering with the charity works. The co-ordinator is responsible for ensuring all new volunteers complete the induction.

All volunteers must receive training specific to the role they want to carry out for the charity where appropriate. A twelve month calendar showing dates and locations of specific training will be made available.

Training can be provided in the following forms:

- In-house training
- Training by an external agency/partner
- One-to-one peer support

Evaluation

It is important that the benefits of all training and development activities are evaluated to establish the long and short term impact on the organisational performance. Evaluation of volunteer training is the responsibility of the Co-ordinator and will take place through the following processes:

- Participant evaluation at the end of each training activity
- Through the annual volunteer experience survey.

Review Date: August 2018

Approved by Committee on: 12th March 2019

Signed by Chairman: Vicky Norton

Next Review Date: August 2021