



GARRION PEOPLES HOUSING CO-OPERATIVE LTD
FORGEWOOD HOUSING CO-OPERATIVE LTD



STAFF TRAINING & DEVELOPMENT POLICY

POLICY IMPLEMENTATION CHECKLIST	
Policy Guardian:	PAUL MURPHY
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Approved by Director:	MARCH 2026
Effective From:	MARCH 2026
Date of Next Review:	MARCH 2031
Diversity compliant:	YES
Equality Impact Assessment:	LOW
Data Protection compliant:	YES
Health & Safety compliant:	YES
Procedure implemented:	YES
SDM system changes made:	N/A
Training Completed:	
Posted on Sharepoint:	
Posted on website:	

INTRODUCTION

1. Garrion Peoples Housing Co-operative and Forgewood Housing Co-operative are an Equal Opportunities Employers and aim to treat all its employees fairly in respect of training and development opportunities as in all other matters.

POLICY PRINCIPLES

2. The Co-ops's staff training and development policy aims to:
 - Ensure fairness, clarity and consistency for all staff members.
 - Provide a framework for ensuring that the business as well as staff benefit from development activities undertaken.
 - Promote a culture of sharing knowledge and skills with work colleagues.
 - Assist the Co-op's staff members with their continuous professional development.
 - Assist a development discussion between staff and their line managers during appraisals.
 - Promote considering alternative methods of training to attending courses and conferences.

VOCATIONAL/IN-HOUSE TRAINING

3. The Co-operatives positively encourages staff training through SHARE, SFHA, EVH staff forums, seminars and conferences and will set an annual budget for such training events which will be monitored on a quarterly basis.

Staff attendance at such training events will be at either the request of the employee or the Committee.

All training and development activities, including conferences, courses, self-learning, job shadowing, and self-guided learning, attending sessions run by the Co-op, etc will count. Staff are encouraged to consider various methods of training, in light of their suitability for the purpose and to suit individual preferences.

ANNUAL APPRAISALS

4. In order for training to add value to the Co-ops, the training and development needs of individuals and teams requires identification. The Co-ops senior staff will carry out an Annual Appraisal for each member of staff, which will identify essential training needs and desirable training requests.

PROFESSIONAL QUALIFICATIONS

5. The Co-operatives will also encourage members of staff to enhance their professional qualifications if felt to be beneficial.

Committees approval is required for such course of study, the Committee may also agree to the following, notwithstanding provisions made within the Conditions of Service Agreement:

- a) Payment of course fees. Course fees paid may be repayable in certain circumstances for example, the person leaves the Co-op's employment within a specified period of time.
- b) Payment of examination fees
- c) Day release/block release
- d) Examination leave and study leave
- e) Allowance for books/materials or other out-of-pocket expenses
- f) Student membership fees of professional body, if appropriate

Staff must inform their manager if they leave the course or temporary cease study.

- 6. The Management Committee will consider all requests for professional education/training from the staff and will decide in each case:
 - a) Whether the qualification in question is appropriate to the needs of the Co-ops; whether it is appropriate to the career development of the particular member of staff.
 - b) Whether the Co-operative can commit the level of resources required (time and money) over the period in question.
 - c) Whether the Co-operative is likely to face competing demands on resources. Committee's decision will reflect the needs of the Co-operative.
- 7. Should the Committee refuse any such request for training/education then the employee will be notified in writing of the reasons for the decision.
- 8. The Director will monitor the performance/attendance of its staff undertaking such courses of education/training and reserves the right to withdraw its support. Written reasons will be given in the event of such withdrawal.
- 9. The Director can approve training courses for all staff that are of relevance to the staff which are within the overall training budget.

EQUAL OPPORTUNITIES

The Co-operative is committed to ensuring equal opportunities and fair treatment for all people in its work. In implementing the Staff Training & Development Policy, we shall ensure that we achieve fairness towards all staff, governing body members and any partners with a connection to the Co-operative. Our commitment to equal opportunities and fairness will apply irrespective of factors such as gender or marital status, race, religion, colour, disability, age, sexual orientation, language or social origin, or other personal attributes.