

Procedure	ETPR 4.3 Staff Development
Associated Policy	Staff Development
Version No. and Date	V1 08/2020
Owner	Head of Training & Quality
Review Date	+1 Year

4.5 Procedure: *Staff Development*

4.5.1 Scope of the Procedure

This procedure applies to all staff vacancies.

4.5.2 Responsibility

The Head of Training and Quality is responsible for implementing this procedure.

4.5.3 Definition

➤ Training Needs Analysis

The process of identifying the current knowledge and skills of staff in comparison to the required level of skills and knowledge to understand the areas within which training is required.

➤ Upskilling

The process of enabling an employee to learn new skills or further develop their current competences.

➤ Continuing Professional Development (CPD)

Training completed to maintain a professional qualification and extend professional competence. Certain professions require those working under the registration of that field to complete a minimum amount of CPD training per year.

4.5.4 Procedure

- An annual training needs analysis is carried out by the Head of Training and Quality and the Programme and Compliance Manager, which determines areas for improvement for the coming year.
- Should a new item arise during the year on which staff require development or upskilling, a decision is made by the Head of Training and Quality as to how this is managed and incorporated into the development plan for the year.

- Staff must complete a minimum of two days of upskilling and retraining each year, as prepared by the Programme and Compliance Manager, focussing on updates and improvements which are relevant to their role.
- Staff have an opportunity to influence the agenda for the upskilling days through self-evaluation forms they must submit in advance of the day. The Programme and Compliance Manager utilises this information to develop and source relevant content.
- Where appropriate, the upskilling days provide staff with an opportunity to develop new skills related to teaching and assessment practices, new technology and innovations.
- Each upskilling day includes a section on industry updates from a company director working in the field of health and community care.
- The Training and Learning Coordinator circulates to all staff the upskilling day agenda in advance, and the resulting minutes thereafter.
- The Programme and Compliance Manager conducts an evaluation of the upskilling days. This feedback is considered when planning the next upskilling day.
- Staff who are employed or sub-contracted based on their status of registration e.g. Registered General Nurse, are required to complete official CPD training each year and submit evidence to the Head of Training and Quality. Elevation Training supports in sourcing these courses where necessary.
- Staff delivering manual handling/people moving training must ensure their qualification remains in date. Refresher courses are to be attended every five years.
- Staff directly employed by Elevation Training are members of the Irish Institute of Training & Development, providing information on industry change and developments.
- Sub-contracted tutors are responsible for their own professional body membership and for keeping informed of industry and awarding body developments.

4.5.3 Supporting Documents

Self-evaluation Form (Internal document)
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Upskilling Day Evaluation form (Internal document)
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Training Needs Analysis (Internal document)

4.5.4 Document History

Version Number	Version Date	Description of Change	Author Title
V1	08/2020	Initial Release	Head of Training & Quality