



Learning and Development Policy Version 2.2

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<p>Name of Responsible Committee/Individual:</p>	<p>Trust Board</p>
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<p>Related Documents:</p>	<p>Performance Development Policy Governance Handbook</p>

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POLICY STATEMENT

We are here to make great schools and happier, stronger communities so that people have better lives. We do this by:

- Always doing what is right
- Trusting in each other and standing shoulder to shoulder
- Doing what we know makes the difference

Doing what is right means always acting with integrity, in the interests of others and being honest, open and transparent.

As an adaptive, agile organisation, The Education Alliance (the 'Trust') is committed to enriching employee capability, maximising the strengths of every employee. The Trust invests in learning and development, providing employees with a range of opportunities aligned to the needs of the organisation and the needs of teams and individuals in a fair, transparent, sustainable way.

We recognise that the commitment and care shown by all our people are fundamental to the success of our students and we promise our people that they will be supported, encouraged, respected and provided with an enjoyable and rewarding working environment. The Trust is dedicated to developing, growing and retaining talented people and we invest heavily in learning and development. We recognise that the commitment and care shown by all our people are fundamental to the success of our students and we promise our people that they will be supported, encouraged, respected and provided with an enjoyable and rewarding working environment. Managers and staff work together to ensure they have access to learning and development opportunities that align with current and future needs, utilising strengths and building a successful, sustainable organisation.

The success of the organisation is due to our employees performing at a consistently high level, through a shared passion for teaching and learning, high aspirations for student learning, with each individual continually developing and growing professionally in an ever-changing environment. The Trust aims to recruit talented employees, provide them with the resources and freedom to perform at their best, encourage them to share best practice, innovate and collaborate, and engage them in taking actions which result in the Trust making great schools and happier communities so that people have better lives.

1. PURPOSE

Learning and development sits within a framework of performance development, ensuring employees have clear roles and responsibilities alongside clarity of expectations, required knowledge, skills and competencies. Performance development enables managers and employees to consider current and future needs, plans and objectives. Reviewing performance, knowledge, skills, expertise and recent experiences, research and development against current and future needs enables each of us to learn and continue to improve and develop. Employees are able to assess with their line manager their learning and development needs and to prioritise those needs. Managers are also able to consider team development needs and opportunities, encouraging shared development and collaboration.

The Trust acknowledges that the success of the organisation relies on excellent leadership, a shared passion for teaching and learning, high aspirations for student/pupil learning, and a talented workforce that continues to grow and develop. It is vital that employees are able to access high quality learning and development at the right time in a fair, transparent, affordable and sustainable way. Learning and development needs to be appropriate and accessible, and learning styles should be considered, ensuring we offer a range of learning opportunities, ensuring it is effective in meeting

individual needs. Learning and development should be valuable, enjoyable, interesting and should not be burdensome on individuals.

2. SCOPE

This policy applies to all employees and other stakeholders such as Trustees, Members, Governors and trainees.

3. ROLES AND RESPONSIBILITIES

The **Trust Board** is responsible for reviewing and approving this policy. Members, Trustees and Governors must be willing and able to access appropriate learning and development through the Trust, particularly statutory and mandatory training requirements.

The **CEO and Executive Principal** are responsible for ensuring staff and others adhere to this policy and that learning and development is aligned to the Trust plans and objectives. The CEO and Executive Principal will also monitor return on investment, access and impact.

The **Human Resources Department** is responsible for ensuring that all employees are aware of this policy and associated procedures. The team will also ensure that this policy is implemented fairly and consistently.

Leaders and managers must ensure they implement this policy fairly and equitably, seeking guidance, clarification and support as and when required.

All **employees** must be willing and able to access appropriate learning and development, ensuring their knowledge, skill and expertise is up-to-date and that they comply with the statutory and mandatory training requirements.

The **Local Governing Bodies and Headteachers** are responsible for monitoring the application of this policy within their respective schools, ensuring it is applied fairly and consistently, ensuring that an appropriate framework is in place to enable fair access to high quality learning and development opportunities that are fit for purpose, value for money and address current and future needs.

4. EQUALITY AND DIVERSITY

The Trust is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines, adhering to the Equality Act 2010.
- Ensuring staff have fair access to high quality learning and development opportunities.
- Delivering high quality teaching and services that meet the diverse needs of its student population and its workforce, ensuring that no individual or group is disadvantaged.

5. STATUTORY AND MANDATORY TRAINING

Statutory and mandatory training is embedded in the Trust's culture of continual professional development. It is based on legal requirements; therefore, it is crucial that employees and officers comply with the statutory and mandatory training requirements for their role, ensuring individuals and the Trust operate safely and legally. Failure to adhere to this requirement places individuals, teams and the Trust as a whole at risk and whilst the Trust will encourage compliance in a supportive

way, where an individual refuses or consistently fails to comply, further action may be taken as appropriate to mitigate the associated risk (e.g. potential disciplinary action for employees/failure to achieve a satisfactory probationary period and removal of office for a Trustee/Governor).

Achievement of statutory and mandatory training requirements is crucial; therefore, it is unlikely that employees will have additional learning and development requests approved where they have failed to meet their statutory/mandatory requirements. Statutory and mandatory training is classed as a priority in terms of learning and development budgetary spend and approval mechanisms. Additional learning and development requirements are viewed as secondary priorities and learning and development requests that are purely aspirational and not required for the fulfilment of the role may be approved where it is viewed to be in the best interests of the Trust and there is funding available, once all primary and secondary learning and development needs have been met. A guide detailing statutory and mandatory requirements can be found in appendix 1. The list is not exhaustive and may require review as statutory and mandatory requirements may change.

The Trust is committed to utilising its apprenticeship levy to enable a greater number of apprenticeships within the Trust, whilst also providing employees with learning and development opportunities, which can be funded through the levy.

6. LEARNING AND DEVELOPMENT REQUESTS

Learning and development requirements should be identified as part of the performance development process. When submitting a request, employees should detail the reason for their request, which should fall into one of the following categories:

1. Statutory, mandatory or compliance training
2. Addressing a particular gap in skills, knowledge or competencies
3. Required CPD
4. Maintain professional standards
5. Contribute to departmental/whole school/Trust development
6. Career progression/succession planning

Employees should make every reasonable effort to attend learning and development activities arranged by the Trust or their school and failure to attend may result in the employee having to repay the cost of the course fees and any expenses paid. Employees and/or line managers wishing to cancel internal and external attendance at learning and development events must notify the individual that originally approved their learning request at the earliest opportunity.

7. HIGH COST LEARNING

The Trust is committed to the development of its employees and will, where possible, support individuals in obtaining further education qualifications, provided that it will directly enhance the individual's performance and there is a clear benefit to the Trust. Before agreeing to contribute or pay for high cost training, the Trust will explore the potential for the same or similar training to be accessed as an apprenticeship, which means it can be funded via the apprenticeship levy.

Where there is a significant cost to the Trust (e.g. over £2,000) employees may be asked to sign a 'Sponsored Learning Agreement' (Appendix 2) to agree the repayment of a proportion of the cost of the fees to the Trust by the employee should they leave the organisation within a specified period of time. Sponsored learning agreements will not apply to statutory and mandatory training requests.

Associated fees and expenses (e.g. resources and time off for study or exams) will be agreed on an individual basis, taking into account the commitment from the individual with regards cost and time. Employees are expected to complete their study/exams in their own time where possible, however the Trust understands that this is not always possible and therefore employees must notify the Trust of any required time off at the time of signing the Sponsored Agreement Form so that the request can be considered as a whole before the learning and development request is approved. Failure to disclose associated fees and expenses, and associated leave requirements at the time of initial request may result in costs and leave being refused at a later date.

8. EVALUATION AND IMPACT OF LEARNING

Employees are encouraged to provide their managers with feedback regarding the way in which the activity met their learning needs to enable the Trust to continue to deliver and commission high quality learning and development that is also value for money, meeting or surpassing specified learning needs. Line managers are expected to facilitate the dissemination of learning and development within and across teams to widen the scope of learning and development across the organisation in a collaborative, cost-effective way.

Employees are encouraged to reflect on their learning, considering how it might improve their performance at work.

9. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THE POLICY

Effectiveness and compliance of this policy will be monitored on an annual basis.

10. REVIEW

This policy will be reviewed within two years of the date of implementation with recognised trade unions via the JCC.

Appendix 1

Learning and Development	Online Training Course (Educare)	Frequency	Teachers & Classroom Support	Leaders and Line Managers	Administration	Premises	Finance, HR, Data, IT	Cleaning	Catering	Inclusion & Pastoral	Lunchtime Supervisors	Sports	YW TT	Student Panels	Other
Asbestos Awareness Training	Raising awareness of Asbestos	On appointment and Every 3 years thereafter *				Y*									*Head of Bus & Ops, Premises Manager, Caretakers
COSHH	Covered in H&S in Education*	On appointment and Every 3 years thereafter *	Y*			Y*		Y*	Y*						All staff who may deal with chemicals i.e. Science Teachers, Techs, Caretakers, Cleaners, Catering Staff etc.

Display Screen Equipment	Working with display screen equipment	On appointment and ad-hoc as workstation needs change	Y*	Y*	Y		Y			Y*			Y*		Anyone classed as a DSE User - HR to determine using the template provided
Equality and Diversity	Equality & Diversity	On appointment, with updates provided where there is a change to legislation	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
E-Safety	Online Safety	On appointment with updates provided where legislation changes	Y*	Y*			Y*			Y*			Y*		Any staff member who would supervise a child or young person using the internet
Fire Safety		Annually	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		

First Aid		On appointment and Every 3 years thereafter *													Please consult Trust First Aid Guide for requirements
Food Safety & Hygiene	Food Hygiene & Safety 2018 (L2)	On appointment and Every 3 years thereafter *	Y*	Y*					Y*				Y*		Any staff member who prepares or serves food
GDPR	A Practical Guide to the GDPR for Education	On appointment with updates being provided where legislation Changes	Y	Y	Y	Y*	Y	Y*	Y*	Y			Y*	Y*	Any staff member who may come into contact with sensitive data

Health and Safety	Health & Safety in Education: Staff Awareness (short course) & Health and Safety in Education (longer course)	Full site H&S induction within 6 weeks of commencement of appointment with toolbox talks/updates when things change	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Health and Safety	Health & Safety in Education: Senior Leaders and Managers	Upon appointment with new legislation and best practice being shared as appropriate		Y*		Y*									CEO, Head of Bus & Ops, Head teacher, Deputy Head Teacher, Premises Manager

KCSiE		Staff to be briefed annually regarding any changes to KCSiE and instructed to read the most relevant KCSiE document	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
LAC Training		On Appointment and refreshed in line with LA requirements	Y*	Y*						Y*					Any staff member who is designated to support Looked after Children
Manual Handling	Moving and Handling	To be included in Full site H&S Induction and associated guidelines	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		

Medication	Administration of Medication in Schools	On appointment and Every 3 years thereafter *													Anyone who administers medication
PREVENT	The Prevent Duty	On appointment, with updates provided where there is a change to legislation	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Recruitment and Selection		On appointment with updates provided where there is a change to legislation		Y*			Y*							Y	Staff frequently involved in recruitment processes
Safeguarding Level 1/2	Child Protection in Education or Child Protection Refresher	On appointment and Every 3 years thereafter *	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	

	(for renewals)														
Safeguarding Level 3	Child Protection Advanced	On appointment and Every 3 years thereafter		Y*						Y*					DSL, Deputy DSL and Safeguarding Officer
Safer Recruitment	Safer Recruitment in Education	On appointment with updates provided where legislation Changes		Y*			Y*								
SEN Training		Within 3 years of appointment		Y*											SENCO
Working at Heights	Covered in H&S in Education*	On appointment and Every 3 years thereafter *	Y*			Y*	Y*	Y*				Y*			Anyone working at Heights, i.e. premises, IT, anyone who teaches

															climbing etc.
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**The Education Alliance
Sponsored Learning Agreement**

The Education Alliance is committed to the development of its staff and will support individuals in obtaining further education qualifications, provided that it will directly enhance the individual's performance and there is a clear benefit to the school.

A proportion of the cost of the fees will be repayable to the Trust by the employee in the following circumstances:

If the employee fails to complete a course that the Trust has paid for by

- not attending
- resigning from the course
- being asked to leave the course by the college/university/associated body
- voluntarily leaving the Trust

Under normal circumstances, the employee will be asked to repay the course fees and any other associated fees and expenses (i.e. exam fees, enrolment costs and the reimbursement of text book costs) in line with the following schedule. The Trust retains the discretion not to enforce payment of the above fees where the employee can prove circumstances beyond their reasonable control have led to the fee being repayable.

Time	Percentage of Fees recoverable
1. During course/training	Up to 100% of all fees incurred
2. Up to 6 months from date of completion	Up to 100% of all fees incurred
3. Up to 12 months from date of completion	Up to 50% of all fees incurred
4. Up to 18 months from date of completion	Up to 25% of all fees incurred
5. Up to 2 years from date of completion	Up to 10% of all fees incurred
6. More than 2 years from the date of completion	No recovery

Where it is possible that fees become repayable, the employee hereby authorises deductions of the above from his/her salary. If the employee is unable to repay the fees, the Trust will meet with the employee with the aim of mutually agreeing a reasonable and appropriate course of action.

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NAME:

COURSE

NAME:

Sponsored Learning Start Date:

End Date:

The cost of completing the course, including associated fees and expenses, and gaining the qualification is:

Leave Requirements (Number of days in total and reasons why):

I agree to the terms and conditions of this Agreement as detailed above:

Employee signature:

Date:

Manager signature:

Date:

Headteacher/EP/CEO signature:

Date: