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## STAFF TRAINING POLICY

**Scope of this policy statement:** This policy statement relates to the training of all staff employed and paid by Fareham & Gosport Challenge & Adventure. The training of Trustees and volunteers is dealt with in a separate document.

**Aim:** Fareham & Gosport Challenge & Adventure aims to have good personnel practice regarding training so that employees may operate effectively, and have good opportunity for job enhancement.

**Induction training:** All Fareham & Gosport Challenge & Adventure staff will undergo induction training devised for their particular requirements, but including health and safety, behaviour management and child protection. For new employees, formal appraisals with written notes will be made after the end of the agreed probationary period.

**Ongoing training:** Ongoing training by coaching or monitoring will continue by a designated person, with reviews as decided and noted in the previous appraisal.

**Job specific training:** Job specific training will be linked to a system of appraisal.

Fareham & Gosport Challenge & Adventure will provide reasonable periods for agreed off site training, whether the particular training is suggested by the line manager, (who in this policy document, is the Chairman of the Management Committee), the Management Committee, or by the employee.

The cost of the training will be agreed beforehand between the employee and the line manager, and will be paid for by Fareham & Gosport Challenge & Adventure. The cost of the training will need to be appropriate to the performance improvements expected.

Employees will normally have a pre- and post- training interview with the line manager, and a note placed on the employee's confidential personnel file.

The employee and the line manager will together decide on appropriate training for the individual in the post.

**Monitoring of the implementation of this policy:** A discussion will take place between the employee and the line manager at each annual appraisal meeting concerning the training undertaken during the previous year, and the training planned for in the succeeding year. An appropriate note will be placed in the employee's confidential personnel file, and a brief summary of the training undertaken and desired reported to the Annual General Meeting of Fareham & Gosport Challenge & Adventure.

**Review of this policy:** This policy statement will be reviewed as necessary but at least once per year.

Approved by the Fareham & Gosport Challenge & Adventure Executive Committee  
on 12 March 2003