



# Staff Training Policy

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## Amendment History

Version	Revision Summary	Date Approved	Author



## **Staff Training Policy**

### **Introduction**

1. Spurgeon's College is a community which values lifelong learning. These values were set by its founder, C. H. Spurgeon, who worked tirelessly to address the pressing need for continuing education and to make that education widely accessible. He accomplished this in part by mobilising the first teaching staff of the College to help meet the growing education gap in Victorian London. Accordingly, the College seeks to provide regular, focused training opportunities for all staff members. In this way, the College staff team can model the importance of continuing education for both students and the wider community.

### **Purpose**

2. This policy articulates the College's commitment to the ongoing provision of training which enables staff members to further develop key skills, knowledge, and competencies, providing continuing professional development as well as support for the College in achieving its strategic objectives.

### **Scope**

3. The policy applies to all paid members of staff, irrespective of job category. Volunteers may be invited to staff training days, as appropriate to their role in the College.

### **Aims and Objectives of the Policy**

4. The aims and objectives of this policy are to:
  - i. Ensure that all staff are provided with opportunities to develop further key skills, knowledge, and competencies related to their roles within the College.
  - ii. Ensure that staff training events at every level are directly linked to the College's strategic objectives.

- iii. Ensure that staff are encouraged and supported to achieve necessary work-related qualifications, within the purview of the College's strategic objectives.
- iv. Ensure that lifelong learning remains a core component of the College's commitment for the personal professional development of every staff member.
- v. Commit the College to budget annually to meet staff training needs.

## **Expectations**

5. *Training during Employee and Volunteer Induction.* Staff will receive training in key policies and procedures during their induction phase.
6. *All Staff Training.* At least one half-day per year will be set aside for an all-staff training event. These events will focus on College-wide concerns.
7. *Subject Specific Training.* In addition to the All-Staff Training, staff are expected to attend a minimum of two day's subject specific training each academic year.
8. Part time staff on permanent contracts will be expected to attend both subject specific training days, but as a minimum must attend one. The College will endeavour to ensure that training days happen on different days/times to accommodate different working patterns. The College will give as much notice as possible for subject specific training, to allow as many staff as possible to attend. Some training may also be livestreamed or delivered online to facilitate this.
9. Sessional/Associate staff will be invited to all relevant staff training and are encouraged to attend as much as possible. Sessional staff will be reimbursed for the time taken to attend any required training.
10. *Individual Training.* In appraisal discussions and work review meetings with their line manager, individual training and development needs should be identified and arranged. Staff who wish to pursue individual training in addition to the training days provided by the College and any training needs identified during appraisal discussion and work review meetings, must first consult their line manager. For individual training that involves absence from work for longer than a day<sup>1</sup>, staff should refer to the Study Leave Procedure, which can be found in the Staff Handbook on SharePoint. The College will generally not reimburse individual training.

## **Decision Making**

11. Training events and their subjects will normally be coordinated by the Staff Training Officer (STO), in conjunction with the Heads of Department. Any staff member who

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<sup>1</sup> Or other agreed short period of time; or for repeated periods of study towards the same training goal or qualification.

wishes to make suggestions regarding potential training topics should contact the STO directly. The STO will ensure that training dates and topics are normally announced at a minimum of six weeks before the event, and that the events directly correspond to the strategic objectives of the College.