

Learning and Development Policy

The Finglas Cabra LESN is committed to the principles of life long learning for our clients and staff. We aim to be a learning organisation, in which we reflect on our practice, assess the needs of clients evaluate the responses and develop staff training strategies in line with meeting these requirements.

The training plan covers all categories of employees and a current training plan for each employee is agreed at their annual review. A Training Needs Analysis is completed in conjunction with the annual appraisal. The training plan is based on the overall organisation plan and learning objectives must be linked to the business objective of the LESN Business Plan.

Training and Development Policy

Finglas Cabra Partnership recognises the complex and fluid nature of the work of the staff. It is important that staff have access to ongoing and diverse education/training that will offer an opportunity to further skills. It is hoped that this training commitment will lead to the highest possible standards and to the development of greater job satisfaction and professionalism for all the staff.

Management will endeavour to implement this policy to the best of its ability within budgetary and also within the staffing requirements of the Company in order to avoid

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unnecessary staff shortages. Investment in education/training takes commitment and time from all those involved and a willingness to take an active part in training identified is an expectation of your employment.

Management recognises the value of education and training opportunities for staff, which are intended either to lead to enhanced job performance or significantly contribute to relevant personal/professional development. These opportunities may be provided internally or externally.

Applications are considered on a year-to-year basis and are dependent on funding being available. Successful applicants will be required to sign a further education/training agreement (see Staff Handbook Finglas Cabra Training /Education Agreement p.41).

When the Company contributes to training/education through time and/or funding full attendance is required. If an employee fails to attend their training/education they must follow the same procedures as they would if reporting absence from work.

Decisions encompass issues like:

1. The relevance of the proposed training to the individuals' role in the organisation.
2. Their career development and the ability of the individual to attend the proposed training.
3. The attendance records and punctuality of employees.

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4. The individuals' ability to feedback and share learning that will benefit all working in the Company will also be considered.
5. The individuals work performance.
6. The operational needs of the Company and the competing training needs of all staff.

Training Application Process

1. Staff member will identify and discuss their training needs in consultation with their line manager.
2. The staff member submits a written proposal in support of their application for training.
3. The line manager will meet with the staff member to discuss the application
4. The line manager will then communicate the decision, or request further clarification through the staff member.
5. Prior to the commencement of any education/training the employee must be agreeable to the conditions attached including the signing of the Education/Training Agreement Form in the appendices.
6. The company will not consider training applications that have not followed the procedure outlined above.

Financial Support - Management may contribute up to 50% or a maximum of €1500 p.a. towards the cost of a course.

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Exam/Study Leave - Management will also consider requests for study and exam leave up to a maximum of 10 days. Requests which must be made in writing will be dealt with on a case by case basis and will be approved by the relevant line manager and the Chief Executive. Length of exam/study leave may vary.

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