

Training, Continuing Professional Development and Qualifications Policy and Procedure	
Date approved by Trustees	April 2019
Date for next review	April 2022
Compliance lead	Trust Head of Staff Training & Development and the Director of Pedagogy & PSTE
Agreed Policy file name	Training, Continuing Professional Development and Qualifications Policy and Procedure
Agreed policy location:	RMT Information area\Policies and Procedures RMT website

1. Policy statement

- 1.1 Ruskin Mill Trust (the Trust) is committed to developing the skills of its employees and recognises that undertaking Continuing Professional Development (CPD), training and qualifications can benefit both an organisation, its employees and the students, which we support. All employees will have an opportunity through their induction process, Performance and Development Review and other supervision and performance management mechanisms to discuss their professional needs.
- 1.2 Employees who wish to undertake any form of training relevant to their role should raise the matter informally with their managers in the first instance through their induction, supervision or Performance and Development Review or other appropriate mechanisms. All employees must undertake CPD and training appropriate to their current role(s) within the Trust, subject to the needs of the Trust, operational and budgetary considerations. Employees are responsible for working with HEaRT (Hiram Education and Research Team) to ensure are accurately identify and record documentation and CPD hours on HR.net on an on-going basis.
- 1.3 Managers are responsible for supporting their employees through induction and then to identify training, development and CPD opportunities and needs on an on-going basis through the Performance, Development and Review Processes in collaboration with the HEaRT Team.
- 1.4 The Trust recognises that employees may still have a wish to develop further their skills. Thus, this policy and procedure outlines the framework for both horizontal and vertical progression where these requests may be considered.
- 1.5 This Training and CPD Policy and Procedure does not form part of any employee's contract of employment and is non-contractual. It may be amended, withdrawn, suspended or departed from at the discretion of the Trust.

2. Who is covered by this policy?

- 2.1 This policy and procedure applies to employees. It does not apply to agency workers, consultants, self-employed contractors or students.
- 2.2 Some employees aged 18 or under are subject to special laws on education and training, and may not be covered by this policy and procedure, depending on their age and qualifications; please contact your HEaRT Coordinator for further

information about training for young employees.

3. Personnel responsible for this policy

- 3.1 The Trust Head of Staff Training and Development in-conjunction with the Director of Pedagogy and PSTE through the Education and Training Committee has overall responsibility for the effectiveness of this policy and procedure and for ensuring compliance with the relevant statutory framework. Day-to-day responsibility is delegated to the HEaRT Coordinators, and any questions about the content or application of this policy and procedure should be addressed to them.
- 3.2 All staff have a responsibility to lead by example and to promote our aims and objectives, including mission, vision, values and method with regard to CPD, training and undertaking appropriate courses and qualifications.
- 3.3 Abuse of this policy and procedure may constitute gross misconduct and disciplinary action may be taken against you, under the Trust's Disciplinary and Dismissal Procedure.

4. Induction

- 4.1 An employee's induction is the start of their journey with Ruskin Mill Trust. An induction process starts before an employee commences work, as they are researching and preparing to apply for a role with the Trust. This then further develops through the recruitment process and on the offer of employment. As the Trust has a unique educational method, Practical Skills Therapeutic Education (PSTE) based on the insights of Rudolf Steiner (as per charitable object 1 and 2); at interview, specific training requirements will be discussed, which may form part of the contract of employment.
- 4.2 Once an employee has commenced work, the allocated HEaRT Coordinator will start their PSTE 2-week Induction before the inductee takes on their new role. This induction introduces the employee to the method of the organisation, also covering vital mandatory elements and may be modified or extended depending on prior experience and requirements of the role as set out by the organisation.
- 4.3 After the inductee has completed their PSTE induction, their line manager is responsible for their induction to the role. This will be discussed in collaboration with the HEaRT Coordinator during the PSTE induction. They will meet a number of key individuals and over the coming months embedding themselves into their new team and gain understanding of how they contribute to the organisation as a whole. Over this period there is a task list which needs to be completed before the induction to the role can be signed off. This process is facilitated by a probationary period with regular supervisions between the employee and their line manager. The Trust is a learning organisation and its core business is Practical Skills Therapeutic Education.

5. Continuing Professional Development

- 5.1 The emphasis of all CPD activities is on raising understanding, levels of competence and professionalism through the Ruskin Mill Quality Standards. It is the intention to improve the practice of both staff teams and individuals by developing a "learning community" in which a supportive and collaborative culture extends the capacity for continuous self-improvement for the organisation to meet its charitable objects. The Trust recognises that the most effective CPD is that where colleagues can learn from one another through observation, feedback, reflection, self-evaluation, coaching and mentoring.

5.2 CPD can take many forms including:

- Attendance at a course or conference;
- Training using in-house expertise;
- Training using an external consultant, adviser, teacher adviser, or other relevant expert;
- Training using external expertise for demonstration lessons, or master classes;
- Visits to other colleges to observe or participate in good practice;
- Secondments, sabbaticals, study leave, exchanges or other placements including visits abroad;
- Opportunities to participate in qualification based and validated work;
- Research opportunities;
- Distance learning;
- Practical experiences such as presenting an educational paper, contributing to a training programme both in college or other, being involved in a local, national or international network, working party or partnerships;
- Producing documentation or resources for use by other staff, for example teaching materials, ICT packages or training videos;
- Coaching, mentoring or acting as a critical friend;
- Being part of an interview or accreditation panel either in college or for another body or organisation;
- Facilitating training by acting as the leader between presentations.

The above is not an exhaustive list.

5.3 All members of staff have the responsibility, in conjunction with their HEaRT Coordinator, to keep their own personal record of all CPD activities that they have undertaken, including reflections on the CPD activities. Ideally, this will be as a computerised log within HR.Net. Where this is not possible then staff should keep a paper record. Advice on both routes can be obtained from the HEaRT Coordinator.

6. Registration with professional bodies

6.1 Some roles within the Trust are required in statute to maintain registration of a professional body, whereas the Trust has internally decided that other roles are required to maintain registration of an appropriate professional body.

6.2 If an employee does not maintain a statutory or mandatory registration this may result in their continued employment being at risk and may result in disciplinary action being taken against the employee up to and including dismissal, under the Trust Disciplinary and Dismissal Policy and Procedure.

6.3 These staff have the responsibility to keep their own personal record of all CPD activities that they have undertaken, including reflections on the CPD activities. Ideally, this will be as a computerised log within HR.Net. Where this is not possible then staff should keep a paper record. Advice on both routes can be obtained from the HEaRT Coordinator.

6.4 The Trust will not pay for any professional membership fees, unless already agreed.

7. Mandatory and statutory certification and trainings

7.1 The Trust, through the Hiram Education and Research Team (HEaRT) will, on an annual basis, review the certification and trainings that it requires staff to undertake (mandatory courses and certifications), in addition to those which have

been identified as statutory qualifications and trainings. Staff are required to attend and achieve these mandatory and statutory trainings and certifications. The exact level and nature of the certifications and/or trainings will be assessed depending on the role and responsibilities that an individual holds. The Trust may where possible, appropriate and within budgetary constraints, provide support to staff to achieve them. However, if support is not provided, it does not preclude the requirement to attend and achieve these mandatory and statutory trainings and certifications. However, if the certification and/or trainings are requested by the Trust the individual will not be out of pocket financially. Details of this annual review of mandatory and statutory certification and the support that may be provided will be published on an annual basis as an appendix to this policy and procedure.

7.2 Mandatory training will be completed within the PSTE Induction period are set out in the appendix (mandatory refresher training will take place after a specific number of year/s). Timeframes for completion of statutory training will be agreed with each member of staff and may be amended due to a declared disability and discussed and agreed with your HEaRT Coordinator and HR.

7.3 Failure to comply and successfully attend / and or pass the mandatory certification / trainings within the required timescales including the identified statutory trainings / certification may result in their continued employment being at risk and may result in disciplinary action being taken against the employee up to and including dismissal.

8. Topical Trainings

8.1 Topical trainings may be put on at each site within the Trust, and staff will be identified who need to attend, through training lists that are put up across the sites.

8.2 If a member of staff is identified on this list and is unable to attend this training, then they must follow the procedure set out in section 9.

9. Attendance at Trainings

8.3 All staff are expected to attend the trainings that they are identified as being required to attend / invited to. This will be identified through the annual training calendar, through training lists that are put up across the sites, and through the PDR process or through line managers.

8.4 After each training session, HEaRT administration will email a list on Non-Attendees to their Principals and or specific Line Manager for action.

8.5 If a member of staff is unable to attend mandatory or statutory trainings then they must inform their line manager in writing prior to the training being delivered wherever possible, and will be expected to attend the next available training. The line manager must ensure that the HEaRT Coordinator is provided with a copy of this notification.

8.6 Step 1 - HR.net will compile an accurate list of staff who have not attended the Mandatory and Core Training sessions, it will email that list to the individual Line Manager to inform and ask them to ascertain the reason for the non-attendance. NB: At any point in this process, if the training is Safeguarding Internal Policy and Procedure (SIPP) training or Prevent, then the staff member will be put on unpaid leave until they have completed the course, if the course is not completed within an agreed timeframe.

- 8.7 Step 2 - On a second occasion of Non-Attendance, the Line manager and Principal will be emailed with the request to look into the staff members' non-attendance.
- 8.8 Step 3 - On the third occasion of Non-Attendance, HR will email or write to the staff member with a notice of concern advising and reminding the staff member of their contractual duties to comply with the standards of the organisation and/or the required practice of the sector. The letter will also indicate the consequences of non-attendance, which may result in disciplinary action being taken against the staff member under the Trust's Disciplinary and Dismissal Policy and Procedure.
- 8.9 If a member of staff is unable to attend the trainings due to timing of the training they must arrange, in addition to informing their line manager, to meet with the HEaRT Coordinator to discuss times that they are likely to be able to attend trainings.
- 8.10 If the member of staff does not attend the second training on offer, the line manager will start a formal disciplinary process, and a first stage warning may be issued.
- 8.11 If the member of staff still does not attend the required trainings, then further formal disciplinary action may be taken up to and including dismissal.

10. Accessing CPD, training or qualifications

- 10.1 All employees who wish to access additional training opportunities or look to undertake a qualification, which has been identified in their PDR, must submit an application form through their local HEaRT Coordinator. This must be done even when no support is requested so attendance can be logged on an employees' training record.
- 10.2 If support is requested, then booking should not take place until confirmation has been received that support is available. This confirmation will be through the HEaRT Coordinator once it has been through the appropriate approvals process, which may vary depending on which part of the Trust the employee works in, however, details can be obtained from the HEaRT Coordinator.

11. Funding to obtain training or qualifications

- 11.1 The Trust is committed, wherever possible and within budgetary constraints, to providing support necessary for staff to undertake qualifications or training programmes. This support can take the form of time off, financial support, mentoring, work place assistance etc. An employee has no entitlement to this support and if an alternative source of funding is available, then the employee must try to obtain this funding in the first instance.
- 11.2 Prioritisation of funding is reviewed on an annual basis, and consideration is given to whether this training and/or completion of a qualification is due to an employee taking up a job for which they are not qualified, or whether it is an internal member of staff who is wishing to be considered for horizontal or vertical progression.
- 11.3 Horizontal progression implies maintaining both internal and external standards as well as improving current practice and competence, whereas vertical progression implies increasing responsibility, competence and in-depth understanding of the core business. Both horizontal and vertical progression are equally important to the development of the Trust and individuals, however support for vertical progression is limited.

11.4 In most cases, where support or funding (in-full or in-part) is agreed for courses, the employee is required to sign a formal **Learner Agreement**. This confirms the percentage that the staff member would have to repay in the case of not completing the course or leaving the organisation within a specified time after completing the course or qualification, for which this would apply.

11.5 Staff attending external or internally developed Ruskin Mill programmes may receive payment or TOIL at discretion of the organisation.

12. Changes to agreed study or training arrangements

12.1 Employees are required to inform their line manager and the HEaRT Coordinator immediately if:

- they do not start the agreed study or training for any reason (for example, if it is cancelled)
- they do not complete the agreed study or training or
- they wish to undertake a different course of study or training

12.2 Employees are also responsible for informing their line manager and HEaRT Coordinator if they become aware of any changes to agreed study or training, including changes to the timing or content of the course.

13. Review and Evaluation of training, CPD and qualifications

13.1 The Hiram Education and Research Team (HEaRT) will ensure that appropriate quality assurance monitoring mechanisms are in place to ensure that the Trust provides access to provision of a consistently high quality.

13.2 The Education and Training Committee (ETC) will monitor the take-up of all training, CPD and certification undertaken to ensure that the Trust enables all its employees to meet its charitable objects, the trainings are attended well and there is equality of opportunity for all staff and trustees irrespective of all of the protected characteristics within the Equality Act and also related to seniority within the Trust.

13.2 The Directorate of HEaRT will produce an annual report for the Education and Training Committee of this review and evaluation and the effectiveness and impact of the training, CPD activities and qualifications undertaken by the employees.

14. Arrangements for staff delivering training on approved courses

14.1 It is expected that all staff, if able, will deliver training within the Trust if requested by a member of their Senior Management Team (SMT) or by a local HEaRT Coordinator in consultation with the local SMT. Delivery staff are able to take TOIL for the delivery days that fall outside the term or working week.

14.2 All such trainings will be subject to an approved selection process and the issuing of a Hiram Faculty Agreement.

Appendix

2018 - 2019 - Mandatory and statutory qualifications and trainings

Horizontal progression

Statutory (Definition):

Statutory training or statutory qualifications are trainings and qualifications that are required by law to be undertaken by staff.

Within Ruskin Mill Trust, statutory trainings relate to subjects such as teacher qualifications, some health and safety trainings however these are role specific

Current Residential training requirements:

- Wales: Level 3 Health and Social Care for Senior Residential Worker and Level 5 for Registered Manager
- England: Level 5 Health and Social Care for Register Manager
- England: Level 3 Children's

Mandatory (Definition):

Mandatory trainings or mandatory certifications are trainings or certification that Ruskin Mill Trust has decided that an employee must attend and attain as part of their job.

Within Ruskin Mill Trust, mandatory trainings and certification are set out below.

Group of staff	Course / Programme	Requirements or Frequency
All staff	PSTE Induction to Ruskin Mill Trust	All new members of staff before starting their role – complete once
	Internal Safeguarding policies and procedures (IPP)	Every 3 years
	Internal Safeguarding policies and procedures Up-date	Every Year (or part of the IPP training)
	Prevent (online or face to face)	Every 3 Years
	LA Safeguarding for Children and Adults	Every 3 years
	Internal Equality and Diversity	Every 3 years
	Internal Health and Safety training	Every year
	Mental Capacity and Deprivation of Liberty Safeguards	Every 2 years
	Full 2-day MAPA training	Annual Refresher
	1-day (first day of) MAPA training for staff with not student contact	
	1 day MAPA	Every year with refresher

	Online Safety	Every 2 years
	First Aid at Work	Identified on certificate
	Emergency First Aid 1 day	Identified on certificate
	Fire Warden Training	Identified on certificate

Head of Residential	Level 5 Leadership and Management (Care)	Once
Safeguarding Designated Lead (DSL/DSD) and Safeguarding	Level 3 Safeguarding Trainings as identified by their local Safeguarding Boards	Every 3 years
Senior Leaders Induction	Principles of Practical Skills Therapeutic Education	6 months from start of role

<u>Transform Residential Limited staff only</u>		
Shared Lives Providers and Residential	Induction to Holistic Support and Care Certificate level 2	Completed within 12 weeks of the agreement commencing
Residential Support Workers	Holistic Support and Care certificate level 3	Within 15 months of the agreement commencing

Vertical Progression

Group of staff	Course / Programme	Course length
Teachers and Tutors	Teachers Development Programme	2 years
Crafts tutors, assistants, support staff	Pedagogic Potential of Craft	2 years
Farm Apprentices, farm workers and support workers	Biodynamic Ecology	2 years
Residential Staff	HOSC	4 days
Café staff, cooks,	Nutrition	3 days
Academic Progression - there is a minimum entry requirement - must hold a first degree or equivalent	Master of Arts in Special Education at INN University/Ruskin Mill: Identified Staff	

Appendix 2

What is our internal CPD and how do I calculate it?

CPD is our an internal framework that encourages you to continually update your professional knowledge, personal skills and competences, by participating in courses, trainings, research and communications.

Most of your CPD hours are defined by the training the Trust organises - each training will have a number of hours linked to it depending on the type of training, this is why it is important to sign in on the attendance register. NB, please note that our internal CPD is not linked to Centre for Professional Development.

Please see below.

