



Staff Training and Development Policy

Revised in
2023

Section I: Policy

I.1 Background to this Policy

WSF recognizes the importance of having a skilled workforce to achieve strategic and operational plans and is committed to providing an environment that is conducive to effective performance and promotes training and development opportunities for all staff.

I.2 Aim of this Policy

To provide a framework for training and development that ensures staff have the necessary competencies to deliver on WSF's strategic and operational plans.

I.3 Scope of this Policy

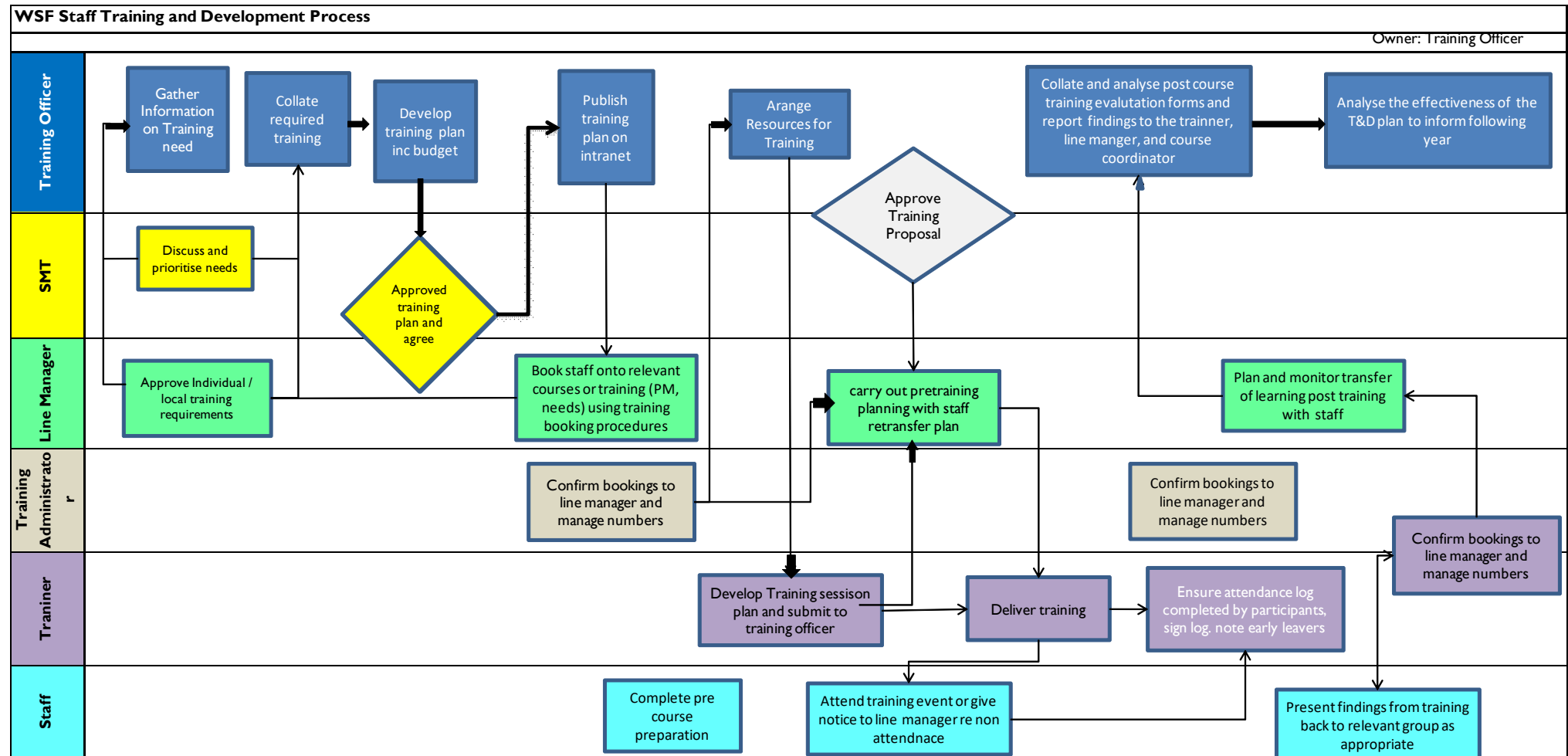
This policy relates to the Training and Development of all WSF staff.

I.4 Policy Statements

- I.4.1 There will be equality of opportunity for all WSF staff to develop their knowledge, skills, and abilities through a blend of learning methods including mentoring, coaching, on-the-job learning, courses, conferences and seminars.
- I.4.2 The training needs of staff will be identified through Performance Management and Operational Planning in line with best practice and legislative guidelines.
- I.4.3 The Annual Training Plan, outlining planned in house training courses will be approved by the Senior Management Team (SMT) and communicated to all staff.
- I.4.4 WSF will facilitate externally accredited training and development opportunities for staff subject to the availability of funding.
- I.4.5 All training, i.e. courses, workshops, seminars, and conferences will be co-ordinated through the Training Department.
- I.4.6 All training will be evaluated to inform changes and improvements in training provision.
- I.4.7 The line manager will agree with staff member, how knowledge/skills learned will be shared to inform team/organisational learning.
- I.4.8 The line manager will facilitate the staff member to transfer the knowledge/skills learned in training to the workplace.
- I.4.9 Staff participating in training will satisfy all attendance, assessment and evaluation requirements within the required timeframes.
- I.4.10 WSF will develop internal trainer capacity to facilitate the delivery of training programs in line with organizational needs and to provide development opportunities for staff.
- I.4.11 Staff can apply to WSF for funding to undertake further education outside of normal working hours through the Education Assistance Programme. The % of funding approved may vary from year to year depending on the budget available and individual applications.
- I.4.12 Where staff are undertaking further education outside of normal working hours they can apply for study/exam leave.
- I.4.13 Staff will consult with their line manager on planning any pieces of work, course assignments, or dissertations to ensure that the outcomes support continuous improvement for WSF. Findings from research carried out by staff as part of WSF-funded programs should be made available to the organization.

- 1.4.14 Where a member of staff has received Educational Assistance or course funding from WSF and they cannot produce an official statement of results for exams completed and passed, funding will be discontinued for the following year. The member of staff may also be requested to refund all monies paid on their behalf to WSF.
- 1.4.15 Once a staff member has received Educational Assistance should they then;
- a) Discontinue employment with WSF during the year of funding
 - b) Discontinue their studies in that particular course or
 - c) Fail to pass required exams or assessments
- Then he/she will be asked to repay the total costs of the funding for the year in question to WSF.
- 1.4.16 Applications for study or exam leave will be considered from all staff undertaking courses, not just those being funded by WSF. It will be based on the relevance of the course to their role in WSF and must have prior written approval of the Line Manager.
- 1.4.17 Study and exam leave must be taken within the academic year (not the calendar year) of the course. No leave will be backdated.
- 1.4.18 Study Leave Entitlements for Staff:
- Certificate course. 1 day per academic year
 - Ordinary Degree. 3 days per academic year
 - Honours Degree, Masters, etc. 5 days per academic year
- 1.4.19 Exam Leave Entitlements for Staff:
- Exam leave application forms must be submitted to line managers with official exam schedule at least 3 months prior to leave being required. Leave entitlements will cover the duration of the exam.

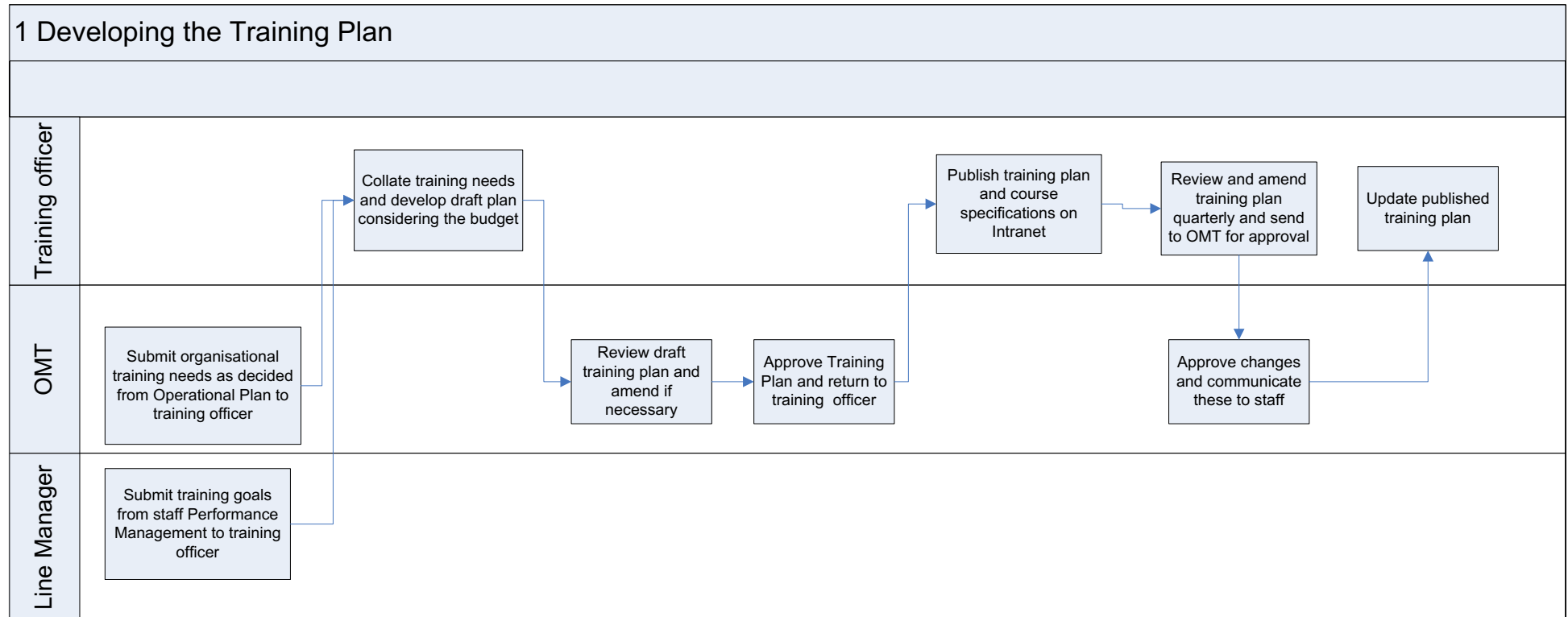
Section 2: Process

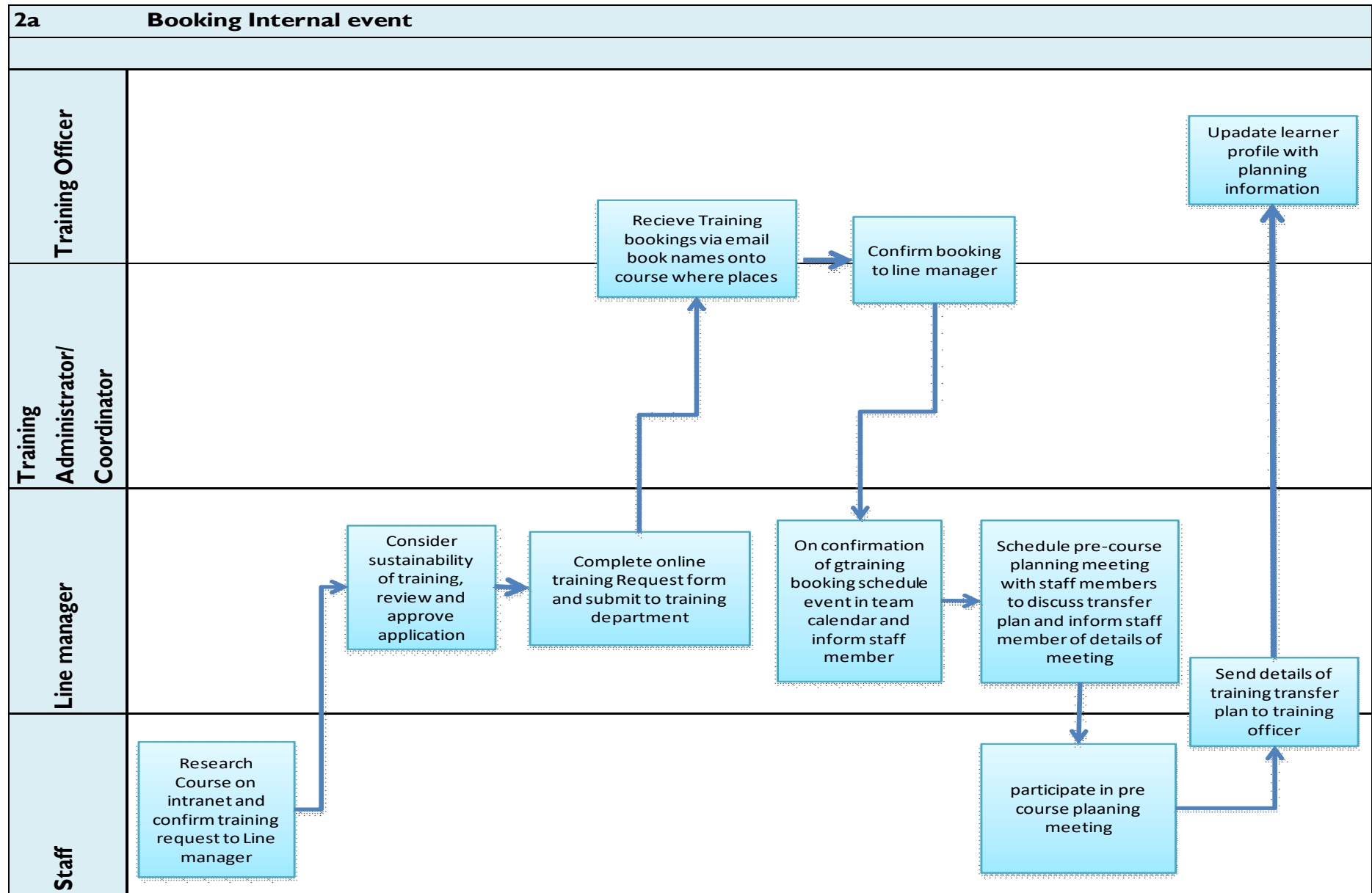


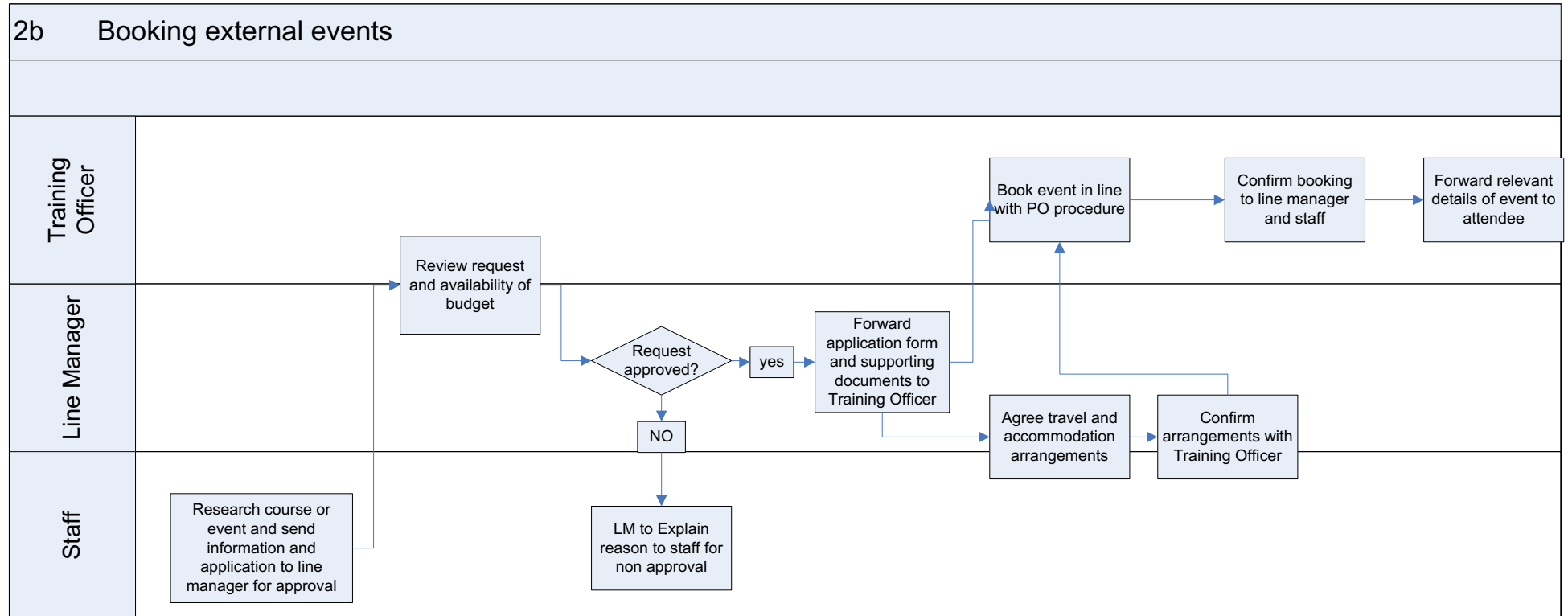
Process Measures:

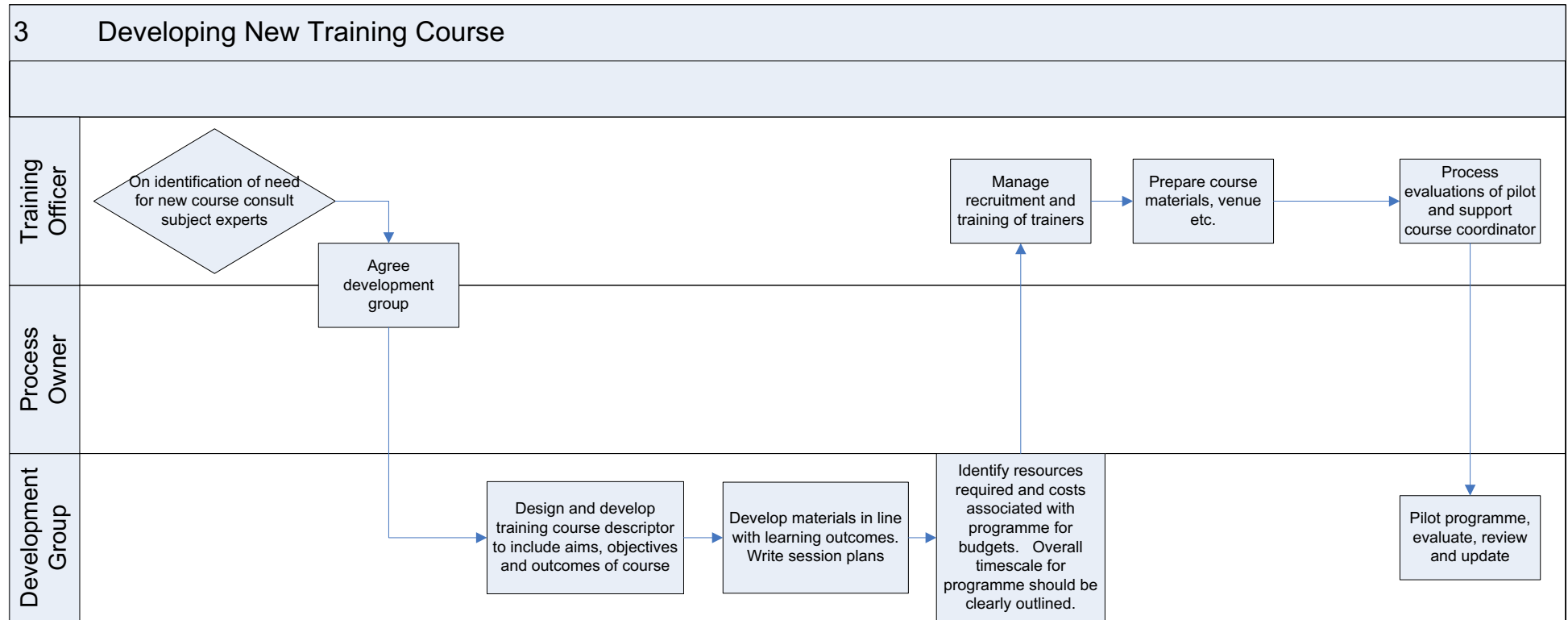
- % variance expenditure versus budget re training
- % training spent versus payroll
- % training completed versus training planned

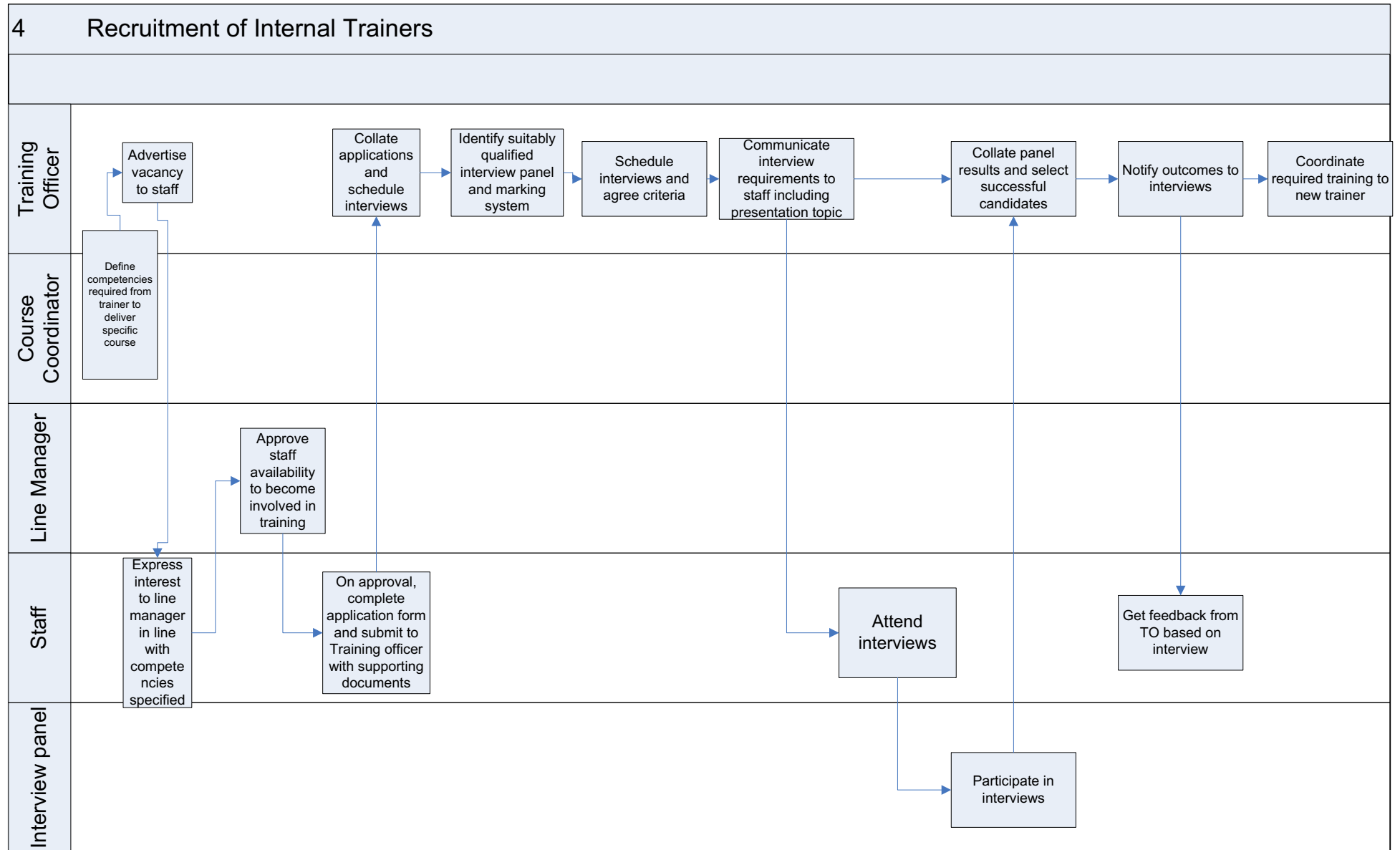
Section 3: Procedures

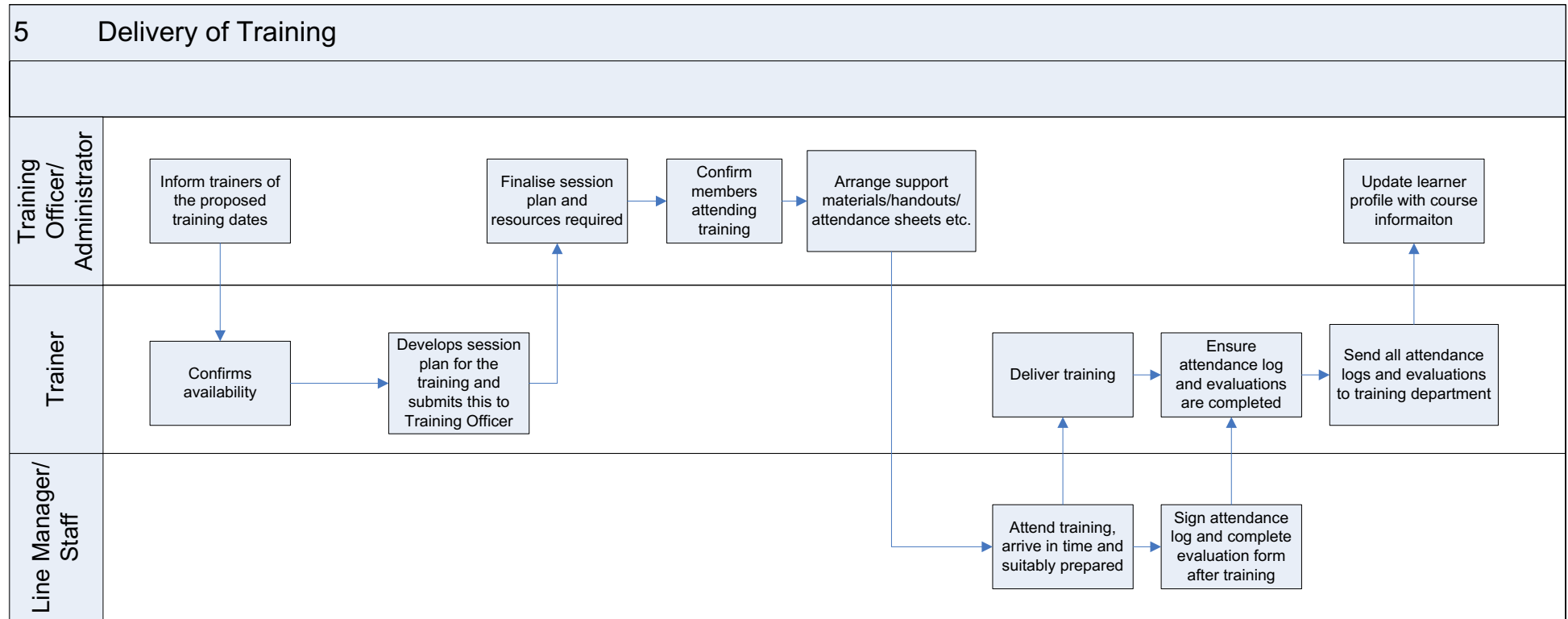


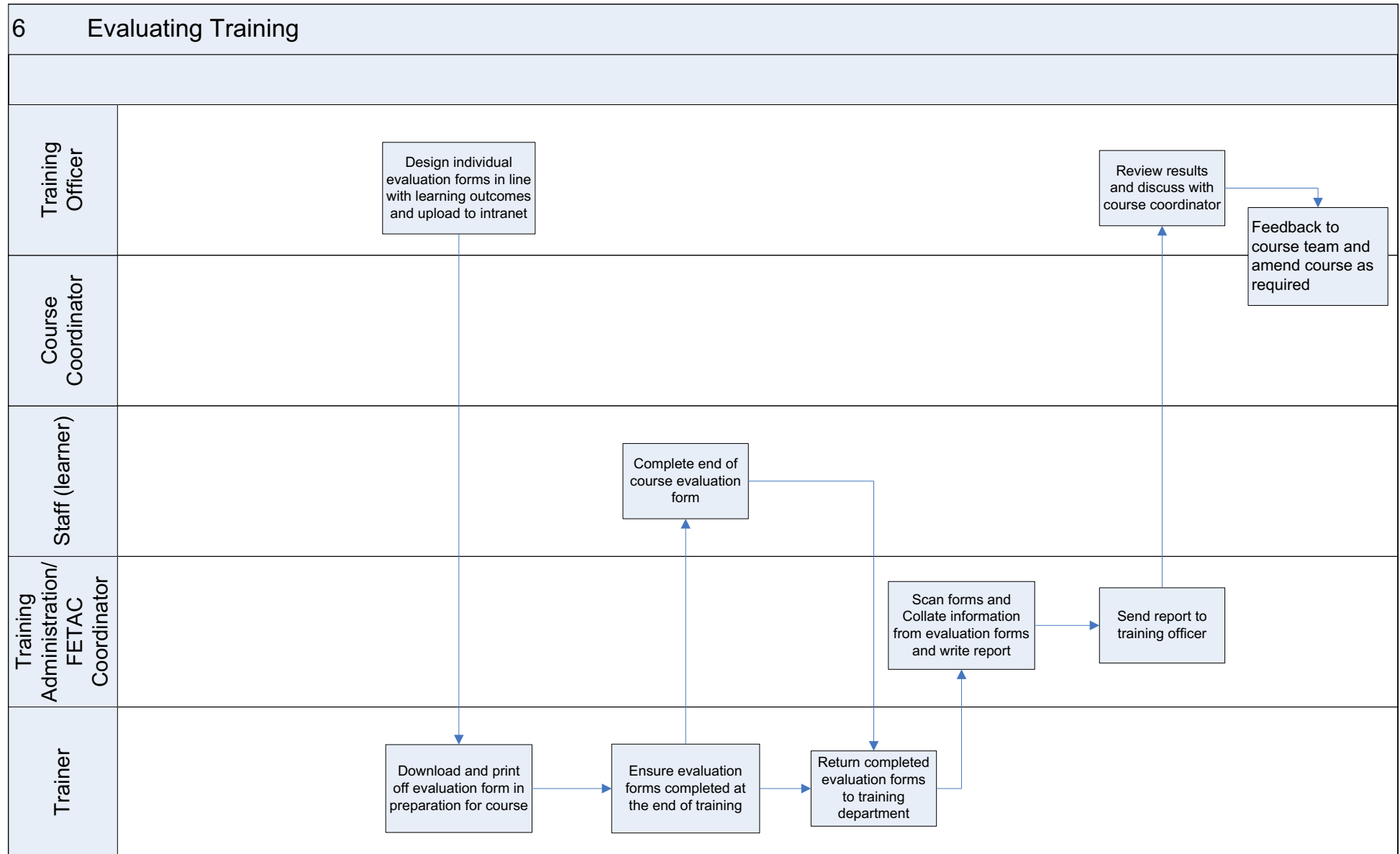


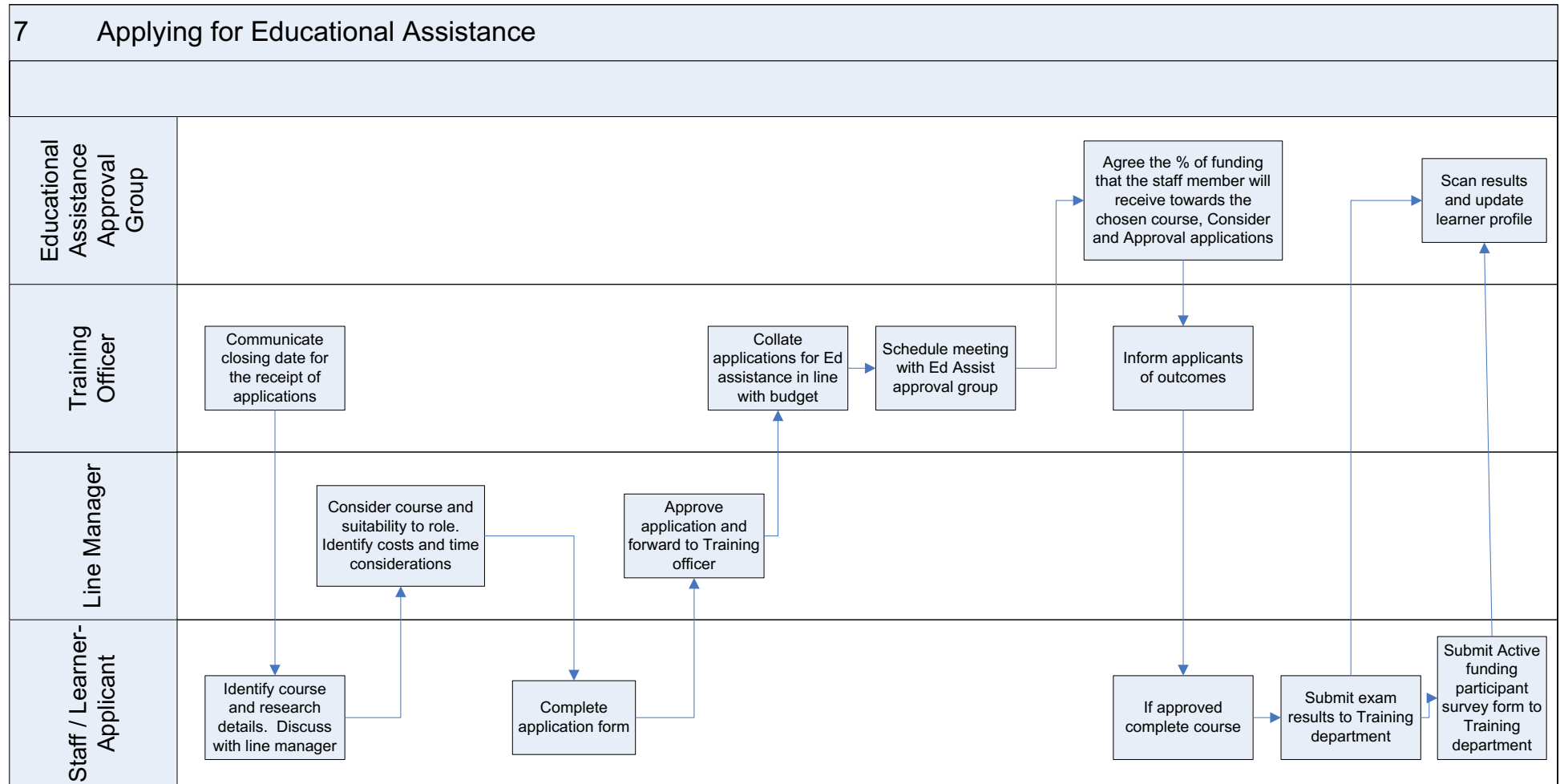


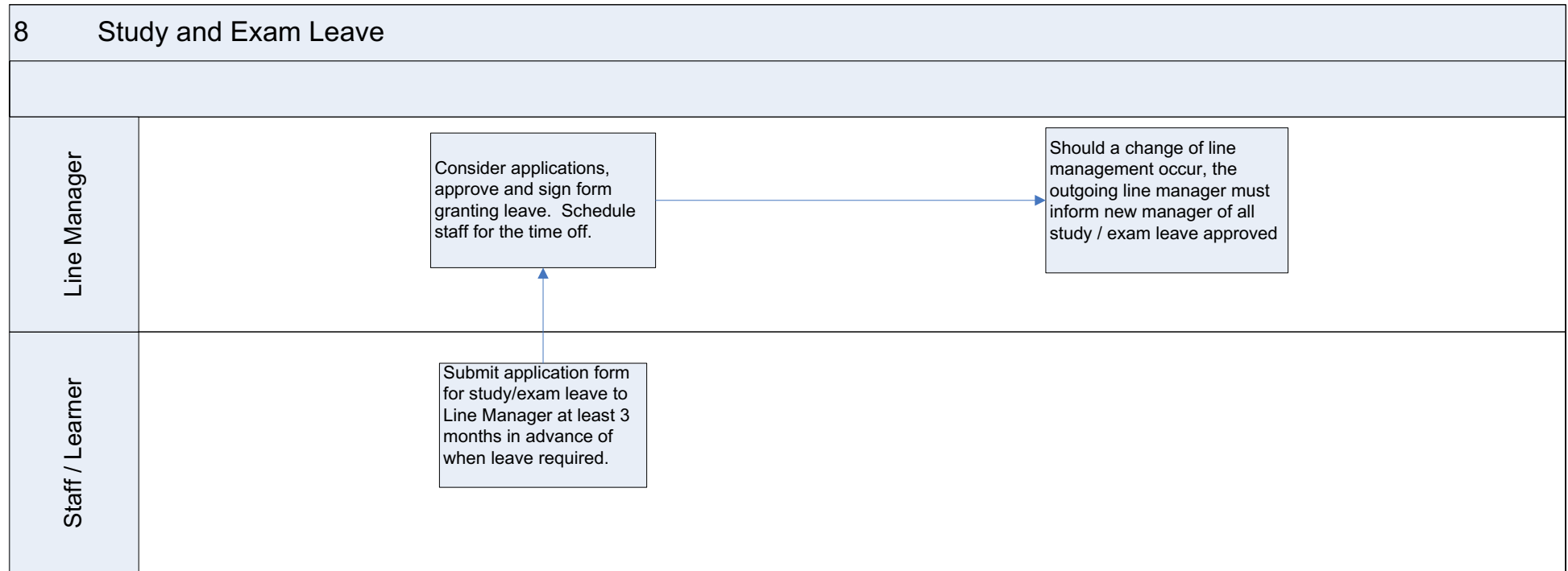












APPENDIX I**TRAINING REQUEST FORM – Training Plan**

TRAINING REQUEST REPORT	
Applicant's General details	
Applicant Name :	
Job title:	
Location:	
Mobile number:	
Email address:	
Requested course details	
Name of course/s	Date of course you are intending to attend
Rationale	
Have you completed a performance management meeting?	
Yes <input style="width: 30px;" type="checkbox"/> No <input style="width: 30px;" type="checkbox"/>	
Please explain why the applicant wants to complete this training	
Has the applicant read the information about this/these course/s	
Yes <input style="width: 30px;" type="checkbox"/> No <input style="width: 30px;" type="checkbox"/>	
I can confirm that this training request has been considered and is in line with a performance management plan.	
Name:	
Signature :	
Date:	

Appendix 2 Application form to become trainer in WSF

SECTION A-TO BE COMPLETED BY APPLICANT			
Personal Details			
Surname		First name	
Contact Number		Work location	
Job Title		Manager	
Please complete the following section in detail			
Have you read the Educational & professional competencies required to become a WSF trainer?		Yes	No
Please give details on how you meet the necessary competencies under each of the following sections:			
1. General Education			
2. Technical Education and Training			
3. Technical competence			
4. Pedagogical Competence			
5. Social Skills			
6. Work Experience			
Why do you want to become involved in training in WSF?			
Applicant Signature:		Date	
SECTION B-TO BE COMPLETED BY LINE MANAGER			
Name		Contact number	
Are you satisfied that this the above named meets the requirements outlined by WSF to become a trainer?		No	Yes
Do you support this person in their application to become a trainer?		No	Yes
Approved by		Date	

This Form is subject to approval
Please complete this form and return it to relevant line manager

Appendix 3**Application for External Course/Conference/Education Assistance**

SECTION A-TO BE COMPLETED BY APPLICANT				
Personal Details				
Surname		First name		
Staff Number		Work location		
Region		Contact Number		
Home Address				
Job Title		Manager		
Course details				
Course Title				
Desired Qualification		Accredited by/Awarding body		
Venue		Organising Body		
Course Duration		Start date	End date	
Course Cost		Per Year	In total	
Closing date for application				
Study method		Part time	Distance learning	Evening class
Have you researched this course?		No		Yes-information attached
Please rate your level of knowledge on this subject matter		0%	25%	50% 100%
Course relevance-please complete the following section in detail				
1. How does this course meet your professional needs?				
2. How will KARE benefit from you gaining this qualification?				
3. Why did you choose this method of study?				
4. What are your expectations following the completion of this course?				
SECTION B-TO BE COMPLETED BY LINE MANAGER				
Name		Contact number		
5. How will this course/conference benefit the service user?				
6. Are you satisfied that this course will bring added value to the area and team and the applicant will share new information from this course to improve overall service provision?				
7. Have replacement staff been organised for the applicant to attend this course?		No	Yes	
Agreement: I have read and understand the terms and conditions covered in the WSF Training Policy and agree with the contractual arrangements outlined in the policy document. I have discussed this with my line manager. I have agreed to submit attendance and evaluation forms to the training officer on completion of the course.				
Applicant Signature		Date		
Line Manager		Approved?	Yes	No Date
Area Manager		Approved	Yes	No Date

SECTION C-TO BE COMPLETED BY APPLICANT

Cost of course	Per year UGx	Total UGx
Name and Address of College:		
Funding applied for by applicant	%	UGx
Number of study days sought	Number of exam days sought	

SECTION D-TO BE COMPLETED BY TRAINING OFFICER

Training Application Reference Number		
Funding Approved by WSF	%	Ugx
Name of establishment		
Number of Study days approved		
Notes:		
Please state the reason for the application not being approved:		
Signed (Area Manager)	Date	
Signed (HR Manager)	Date	
Final Status of Application		
Approved	Not approved	Withdrawn

Appendix 4 APPLICATION FOR STUDY/EXAM LEAVE

Personal Details		
Name	Contact Number	
Unit	Job title	
Line Manager Name and Contact details		
Leave requested		
Type of leave requested:		
Number of days	For study	For exams
Dates of exams		
Title of course		
Relevance of course to role in organisation		
Line Manager Authorisation		
I can confirm that the necessary staff cover has been created to allow this applicant to take time for study/ exam leave.		
Line Manager signature	Date	
Student signature	Date	
Decision		
Leave Approved	Leave not approved	

Appendix 5**Evaluation Form (generic)**

Course Module	Tutors
Date	Where did training take place?

☒ Please tick appropriate response below based on your learning experience throughout the course and provide comments to support your choices

Facility	Not good	Fair	Good	Excellent
Heat				
Light				
Sound				
Parking				
Space/room to facilitate learning				
Location				
Comments:				
How do you feel that the tutors managed the delivery of the course?				
Comment – please circle the appropriate response				
1. Timing/pace of sessions (too quick/slow?)	Not good	Fair	Good	Excellent
2. Presentation skills, voice projection	Not good	Fair	Good	Excellent
3. Interaction with your group and keeping you interested	Not good	Fair	Good	Excellent
4. Giving breaks	Not good	Fair	Good	Excellent
5. Answering questions you had before leaving the session	Not good	Fair	Good	Excellent
6. Putting learners at ease	Not good	Fair	Good	Excellent
7. Giving good examples to support the course information	Not good	Fair	Good	Excellent
8. Using group work and discussions	Not good	Fair	Good	Excellent
Was there anything about the delivery of your course you felt could have been better?			Yes	No
Suggestions				

Course material and supports

Please circle the appropriate response and provide comments to support your choices

Handouts

1. Layout and presentation of information on the handouts
2. Clarity and ease of reading

Not good
Not good

Fair
Fair

Good
Good

Excellent
Excellent

Slides and overheads

Tutors use of slides/overheads to support their presentation

Not good

Fair

Good

Excellent

Specific Learning Outcomes

Based on your training please tick the box to indicate if the training has developed your

Yes

No

Here the individual learning objectives of each course are listed to ensure they were met during training.Please support your statements with comments:

Please outline the main learning outcomes you achieved in this training:

Based on what you have learned, do you think that this training has been worthwhile?**Yes/No**

Please give details:

Appendix 6**Active Funding Participant Survey Form**

Please answer ALL questions

Name	Contact Phone Number
Contact Email	Where do you work in WSF?
What course are you receiving KARE funding for?	
When did you start?	
Where is your course based?	
How many study leave days did you take in (insert year) semester?	
How many exam leave days did you take in (insert year) semester?	
How many exams did you have?	
Did you pass all your exams?	
Are you enjoying the course?	
Have you developed new skills?	
Do these new skills help improve how you do your job? If yes, please explain how-	
What challenges did the course present in the (insert year) semester?	
Do you feel you get enough support from WSF while participating on this course?	
Further comments	