


Training and development policy		DRAFT
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## Training and development policy

### Revision History

Revision	Date	Revision Description DCRT#	Originator
01	28 March 2007	New document	Cross-Institute working group
02	25 May 2007	Review. Replaced old T&D policy	Eileen Quinn & Cathy Brennan

## 1. Purpose

The purpose of this document is to outline Institute policy relating to the provision of training and development opportunities for staff. This policy complements other key policy documents relating to strategic direction, mission and values referenced in the Institute strategic plan, teaching policy, research policy and human resources strategy.

## 2. Scope

This policy applies to staff in permanent whole-time, temporary whole-time, permanent part-time, temporary part-time, casual part-time and pro-rata contract type appointments.

## 3. Reference

4RGB08	Institute Strategic Plan (2006-2011)
2MP19	Research Policy & Strategy
2MP20	Teaching Policy
3HR29	Training and development procedure
3HR22	PMDS Explanatory Handbook 2005

## 4. Principles

It is Institute policy to:

- Prioritise the ongoing professional and personal development of staff through optimal use of available budgets.
- Provide for the professional and personal development of staff through the Institute Performance Management and Development System (PMDS).
- Ensure that recommendations for training and development emanating from the PMDS process as agreed by the appropriate line manager and the relevant staff member, meet Institute strategic priorities and support individual developmental needs.
- Support training and development activities of staff that will enhance the delivery of Institute services or further the Institute's strategic plan.
- Maintain a structured training and development needs analysis, drawing on data from the PMDS and the Institute's quality assurance processes.
- Provide financial support for training and development in line with norms in equivalent academic institutes.
- Celebrate staff development and achievement through reporting of activities in the Institute annual report and reports to Governing Body.
- Uphold the principle of equality legislation with respect to training and development needs provision.

- Provide support for staff on reduced work hours proportional to their normal contracted hours.
- Provide financial support for training and development activities to staff only whilst they are in contract.
- Support the costs of subscriptions to, and memberships of, professional organisations for staff only in circumstances where it is cited as an essential requirement for employment.
- Require staff to engage in occasional mandatory training, such as training programmes relating to health and safety, first aid and bullying and harassment legislation, for the purposes of meeting legislative requirements.
- Require staff to engage in retraining opportunities in line with the strategic needs of the Institute.
- Provide opportunity to undertake retirement training in preparation for the transition from work to retirement.
- Require staff to provide feedback on training and development activities undertaken.

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