

## TRAINING POLICY

Date policy adopted: 01/06/2021

Date of last review: 01/06/2021

### 1. Purpose and Scope

The Commissioner (ESC) is committed to providing an environment in which all employees are supported to achieve the highest standards of work possible so that they are able to take pride in the work produced.

This policy applies to all employees regardless of working pattern or nature of employment contract. It also applies to anyone working within the premises of and / or for the Commissioner where they would be using ESC equipment and privy to ESC records and files and for which there is a specific training requirement to allow them to undertake the role (E.g. employed by an agency). The word employee(s) in the context of this policy should be taken to mean all such individuals, unless specifically referred to as being directly employed by ESC.

### 2. Policy Statement

It is the policy of ESC to ensure a consistent high quality of professional skills and knowledge within the workplace by providing training and development along with opportunities to acquire and develop new skills and knowledge for employees where it is recognised that this would assist in progressing their current role and career aspirations.

Employees should expect that any development needs identified at the time of recruitment are transferred into their initial induction plan through the performance management system and further training and development needs continue to be identified through that process on an annual basis. This will not preclude training and development needs being identified separately and in addition to the performance management process.

It is recognised that gaps in skills, knowledge and behaviours will not always be met through formal training and that a full range of development options should form part of the performance discussions between employees and their line managers.

### 3. Implementation, monitoring and review of the policy

Overall responsibility for policy implementation, monitoring and review lies with ESC. Everyone covered by the scope of the policy is obliged to adhere to, and facilitate implementation of the policy. Appropriate action will be taken to inform all new and existing employees and others covered by the scope of the existence of the policy and their role in adhering to it. The policy will be reviewed at such times as legislation or a change to the ESC policy position requires it. The policy will be made available to the general public.

### 4. Senior Management Team Commitment

The senior management team commits to implement this policy by:

- Performing a regular training needs analysis and tailor provision to identified development needs
- Conducting performance management reviews at least annually to identify training and development needs
- Ensuring that the time needed for employees to undertake training and development opportunities is afforded to them

## 5. Expectations

Employees are expected to commit to this policy by:

- Engaging with the performance management process, identifying their own training and development needs
- Complying with any authorisation process required for requesting time off to attend training and development opportunities

## 6. Interaction with other policies

Training and development needs will be identified and met in accordance with the equality, diversity and inclusion policy.

Training and development needs may be identified through the disciplinary policy, where employees are identified as having a gap in their capability

The hours of work and leave policy should be referred to in order to understand the implications of any training and development identified.

## 7. Breaches of the Policy

Anyone who does not comply with this policy, and is directly employed by ESC, may be subject to disciplinary action as set out in the disciplinary procedures.

Any other person covered by this policy, and found not to comply, will be reported to the relevant office/employer. This may also result in ESC terminating any contract.

### Equality Impact Assessment

Does this policy comply with the general Public Sector Equality Duty (s149 Equality Act 2010)? This policy applies to all employees and its impact was considered when drafting. It makes an explicit statement to confirm that it will be conducted in line with the Equality, Diversity and Inclusion policy. We consulted with employees prior to publication to identify and address any issues.

### Data Protection Impact Assessment

Have we considered any effect the policy may have on the collecting, processing and storing of personal data? The records generated by this policy will contain personal data. Suitable retention and destruction policies are in place to manage this material.

### Information Security Impact Assessment

Have we considered the impact any policy may have on our cyber-resilience? This policy should have no impact on our cyber-resilience.

### Records Management Impact

Have we considered the impact any policy may have on our ability to manage our records? This policy should have no impact on our ability to manage our records.

Version	Description	Date	Author
1.0	New Policy	01/06/21	Public Appointments Officer