



YOUTH NGAGE STAFF DEVELOPMENT & TRAINING POLICY

The policy's primary purpose is the enhancement and enrichment is to support our Staff, Trustees and Volunteers' career and personal development. The policy seeks to provide learning opportunities for all staff so that by performing their individual jobs effectively, they can contribute to Youth Ngage's Mission, Vision and Values.

Staff development and training as a planned and structured activity is designed to help an individual or a group of people to achieve the quality of performance and service.

The staff development and training process use organisational structures and procedures to facilitate access to learning, education and training.

Aims

The staff development and training policy aim to enable staff to gain increased satisfaction from work within Youth Ngage and to develop individual careers through enhanced qualifications. The policy aims to help staff develop the skills, knowledge and aptitudes necessary to make a more effective contribution to Youth Ngage's work and thereby to ensure a coordinated approach to the achievement of Youth Ngage's Mission and the promotion of its work. In helping staff make a more effective contribution to Youth Ngage's work, the policy further aims to confirm and emphasise Youth Ngage's commitment to community development principles.

Objectives

Youth Ngage identifies these objectives as necessary to achieve its staff/Volunteer development and training aims:

1. To train on key areas of data protection such as handling requests, data sharing, information security, personal data sharing and records management.

2. To provide a comprehensive induction procedure for new staff.
3. To develop, maintain and monitor structures and systems providing management, support and evaluation for all staff/Volunteers.
4. To maintain development and training records for each member of staff/volunteers.
5. To evaluate the impact of development and training on the individual's work and ultimately the performance of the organisation.

Roles and responsibilities

The responsibility for and central coordination of staff development and training rests with the Project Director and Welfare Manager, who will ensure:

1. The maintenance of confidentiality (with access to an employee's staff development and training record being available only to that individual, the appropriate Director or line manager and Human Resources Manager).
2. A co-ordinated and organisation wide overview of and approach to staff development and training.
3. The effective implementation of staff development and training through its integration into Development and Operational Plans.

Induction and refresher training

- You will be trained by qualified and appropriate professionals or an information governance manager, who also oversees and approves induction training.
- You will receive induction and refresher training, regardless of how long you will be working for our organisation, your contractual status or grade.
- You will receive training within one month of your start date.
- Refresher training will be completed at appropriate intervals.

Specialised roles

- A training needs analysis is completed for information governance and data protection to inform staff about their training plan and ensure that it is specific to the individual's responsibilities.
- There will be evidence to confirm the key roles and up to date specialised training and professional development, as well as refresher training needed.
- Copies of training material provided will be kept as well as details of individuals who receive the training.

Monitoring

- An assessment will be conducted at the end of each training to test staff understanding and make sure that it is effective, which might include a minimum pass mark.
- Copies of the training material provided will be recorded as well as individuals who receive the training.
- Training completion in line with Youth Ngage's requirements will be measured at all levels and staff who do not complete their training will be followed up on.
- Staff are able to provide feedback on the training they receive.

Raising Awareness

Awareness on data protection, information governance and associated policies and procedures will be brought up often in meetings or staff forums. Staff will also have access to relevant materials.

- Youth Ngage will use various methods to raise staff awareness on the importance of the profile of data protection and information governance, for example, through emails, team briefings and meetings, posters, blogs, handouts etc.
- The training materials and relevant information will be easily accessible with who to contact with any queries relating to data protection and information governance.