



Staff Learning and Development Policy

East Birmingham Community Forum (EBCF)

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Contents

Policy Statement	3
Introduction.....	3
Purpose of the Policy	3
Objectives of the Staff Learning and Development Policy	3
The Principles of Staff Development.....	4
Staff Learning and Development Responsibilities	4
Institutional	4
Individual Members of Staff.....	5
Accountability	5
Financial Support	5
Applying for Financial Support for Staff Development	5
Equal Opportunities.....	6
Policy Review	6
Version Control.....	6

Policy Statement

EBCF is committed to the learning and development of its entire staff.

It actively supports and promotes all relevant learning and development recognising that the institution can only function effectively if adequate development support is made available to both academic and non-academic staff at all levels.

Introduction

EBCF recognises the contribution its employees make to the Company's success.

Through its staff training and development activities, the Company is committed to enabling staff to fully develop within their role and achieve the highest possible standards.

This Learning and Development Policy has been developed in line with the Company's overall vision and strategy and reflects a belief in the need to develop all permanent and temporary employees, whether employed on a full-time or part-time basis. It is based on the principles that the Company:

- views its workforce as an asset as well as a cost, and believes that it should invest in that asset;
- believes that its employees have the potential to grow and develop, and it shall endeavour to provide opportunities for this growth;
- shall base decisions on training and development opportunities on the requirements of the business;
- shall ensure that appropriate procedures are in place to plan, deliver and evaluate its training and development activity;
- believes that line managers have a crucial role to play in staff training and development; and
- regularly reviews its overall level of investment in staff training and development to ensure that adequate and appropriate resources are provided.

Purpose of the Policy

The policy is designed to:

- a) Enhance the operational effectiveness and efficiency of the department and the staff.
- b) Provide a framework that can be used to identify, address and monitor the development needs of all categories of staff.

Objectives of the Staff Learning and Development Policy

- a) To provide a structure that enables appropriate development opportunities that are intended to improve the knowledge, skills and performance of staff and augment the effectiveness of the school in all of its activities and strategies.
- b) To promote an ethos of development and enrichment.
- c) To support and facilitate the process of change.
- d) To establish the recognition of staff development in the EBCF procedures.
- e) To provide assistance in prioritising areas where additional support is required and identifying learning or development resources that can be deployed most effectively in these areas.

The Principles of Staff Development

The EBCF staff Learning and Development policy will commit to:

- Developing staff and enabling them to become more effective in their work.
- Identifying and providing development opportunities for all staff.
- Reviewing and evaluating staff development needs and making provision as required.

Induction Training

- All new members of staff will receive an induction on their job role and the Company as a whole.
- The Company also provides health and safety induction training and other mandate training.

Staff Learning and Development Responsibilities

Responsibility for staff learning and development occurs at three different levels within the organisation:

Institutional

The EBCF will:

- a) Request all staff to submit their development and learning plans as part of their annual supervision (3 monthly)
- b) Establish a process of reviewing staff development which amongst other things will require that assessment of both the individual and EBCF learning and development needs is undertaken to establish priorities for learning and development activities.
- c) Consult with staff on development needs.
- d) Review and monitor expenditure on staff learning and development.
- e) Provide opportunities for learning and development to support legislative requirements.
- f) Develop and maintain an annual Staff Learning and Development Plan.

Departmental

Heads of departments will play an important role in relation to staff learning and development.

They are required to:

- a) Provide appropriate cover to enable the staff to take advantage of learning and development sessions that have been identified as being relevant to the development of the individual and EBCF.
- b) Ensure that new staff members receive a thorough induction into their working environment, either through a centrally organised or locally tailored induction program.
- c) Utilise the annual appraisal and 6 weekly supervision processes to identify development needs for individual staff.

- d) Encourage performance improvement through formal and informal performance feedback and by using methods such as mentoring and coaching and lesson observations.
- e) Establish staff development objectives that provide a means of evaluating the effectiveness of staff development within their area of responsibility.

Individual Members of Staff

Each individual staff member has a responsibility to develop their skills and knowledge to improve their current performance and prepare for future roles. Staff are also expected to appreciate the contribution they can make to their colleagues' development and be prepared to participate in this.

Staff are expected to:

- a) Be proactive in planning their careers and take responsibility for identifying their development needs.
- b) Identify opportunities to improve the skills and knowledge that are required in their present role.

Accountability

- a) Managers are responsible for submitting an annual report on the Learning and Development requirements of their department.
- b) The Head of Directors are responsible for the organisation and coordination of The Staff Learning and Development Plan, the monitoring of staff development activities and the management of the Staff Learning and Development budget.

Financial Support

Financial support for staff development is provided

All members of staff are eligible to apply for financial support for staff development, subject to the following criteria:

- The activity is relevant to the job and will enhance performance.
- The activity is supported by the line manager who, if required, agrees to release the staff members so that they can attend.
- If the activity takes place during work hours, the department can cover the absence of the staff members.

Applying for Financial Support for Staff Development

Applications to attend any courses should be submitted to the line manager, information about the development need. This should be signed by the line manager and returned to The Head of Business Development manager with full details of the course, dates and fees. All course applications will be considered for approval, however there are not always sufficient funds available to agree to all requested courses.

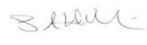

Equal Opportunities

Decisions relating to training and development should be made fairly and consistently, and equality of opportunity should be provided for all staff in this area.

Policy Review

The policy will be reviewed periodically to ensure its continued relevance and effectiveness.

Version Control

Version	Description of Change	Author	Date	Approved by
1.0	Version 1.0	S.Khan / Z.Sharif	July 2024	
2.0	Version 2.0	S.Khan / J. Hall	January 2025	
3.0	Version 3.0	S.Khan	January 2026	S.Etheridge