

**Series:** 500 Training & Supervision

**Policy Name:** Training Request Form

**Policy Number:** 509

**Origination Date:** 01/30/15

**Revision Date:** 3/29/19

**Attachments:** Training Request Form

**Policy:** Communities Connected for Kids (CCKids) is committed to creating and sustaining a learning organization where all staff has access to training and development opportunities, to develop new skills and ways of working. This policy is designed to reflect these principles while ensuring that there is a framework for the fair and equitable distribution of resources and to meet the needs of the individual and the organization.

**Scope:**

This policy applies to all staff employed by CCKids. It does not cover requirements of professional bodies. Individuals have a responsibility to ensure that they meet the requirements of their professional bodies to enable them to practice.

**Identification of Training Needs:**

- A training needs survey will be completed on an annual basis. These results will be used in the development of CCKids in-service training program.
- The identification of training needs and how to address these needs is the joint responsibility of the employee and their supervisor with advice and guidance from the Director of Organizational Development & Learning. Supervisors shall develop a personal development plan annually with each staff member that ensures he/she meets the minimum training requirements within a twelve month period.

**Methods of Training:**

Training and developing staff is not just about attendance at courses. A range of training opportunities need to be offered to meet individual learning styles and ensure effective development. These may include:

- On-the-Job training
- Classroom training
- Self-directed learning
- Shadowing
- Mentoring
- Projects/work based learning

**Internal training:**

All training provided by CCKids will be advertised in the training calendar which can be accessed via the CCKids intranet. Staff may register electronically for each training course.

Attendance at internal and external training is monitored through HR Tracker. This electronic tracking system provides a centralized training database that collects information on training attended by staff and sends the certificate to the employees Supervisor.

#### **Attendance at external training courses/conferences:**

*The Training Request Form* must be completed for all training external training courses. All training requests should be approved by the employee's immediate supervisor. On completion, the form must be forwarded to the Director of Organizational Development and Learning for approval. Any application forms that have not been fully completed and signed will be returned unauthorized and may result in the member of staff not getting a place in the course.

If an employee needs to cancel attendance at an external training course, the Director of Organizational Development and Learning must be notified as soon as possible to ensure that accurate records are maintained. If an employee does not attend the training and no satisfactory reason is given to the supervisor then CCKids has the right to reclaim the course fees and any additional costs incurred. Employees will be advised in writing of the amount of any fees to be reclaimed.

Each member of staff will be expected to share knowledge gained during the training with colleagues. This may include writing an article for the CCKids newsletter, attending team meetings and updating colleagues, delivery of workshops or coaching and/or mentoring of colleagues

#### **Criteria for Approval:**

The criteria for assessing the level of support for applications for training must take into consideration the relevance and benefit(s) of that particular program.

- Is the program relevant to the employee's current or planned future role?
- Will it enhance the employee's ability to perform their role?
- Can the employee relate the knowledge gained from the program back to the workplace and other staff?
- Is the program the best way of meeting the training need of the employee or would another method be more appropriate/as effective e.g. on the job training?
- Will the program satisfy the employee's professional development requirements?
- Are there available resources?

Approval to attend programs should only be granted provided there are sufficient staffing levels to cover the absence and maintain the service. Supervisors should make every effort to release staff to attend training.

#### **Quality and standards:**

CCKids will maintain an annual training plan that identifies core development needs of staff. The plan will be reviewed on an annual basis.

All training will be subject to evaluation to ensure that learning objectives are identified and outcomes assessed.

**Travel and Accommodation:**

Please see CCKids **Travel Policy** for details of reimbursable expenses.

Receipts should be submitted by the member of staff for any reimbursement of costs.

Approved: Carol Deloach

Carol A. Deloach, CEO

3/29/19

Authorization to Incur Travel Expenses	Name:		Office Headquarters:		
	Department:		Date:		
Purpose of Trip:		Departure Date	Return Date	Total Days	
Destination:				0	
Conference or convention travel: <i>Explanation of benefits accruing to the State of Florida</i>		Conference Departure Date	Conference Return Date	Total Days	
				0	
Total Estimated Per Diem:					
Registration Fee:					
Car Rental Information		Pickup Location	Pick up Date	Return Date	Est. Cost
Hotel Name		Address	Check-In Date	Check-Out Date	Est. Cost
Airline	Dep. Flight	Time	Ret. Flight	Time	Est. Cost
TOTAL ESTIMATED COST FOR TRIP		\$ -			
Comments:					