

TRAINING POLICY

The DBF aims to ensure that the training of its employees is within:

- Its Christian ethos
- Its commitment to Equal Opportunities and anti- harassment
- Legislative and Inspection requirements
- The requirements of those whom we serve, notably parishes and the Bishop

In providing training the DBF's overall aim is to have a workforce equipped with:

- Competence to meet the needs and expectations of the post
- The ability to meet job requirements and work as part of a team
- Any necessary specialist training

The DBF aims to ensure that individual employees and others associated with its work, e.g. committee members, volunteers and service users, are offered training and development opportunities, which are:

- Relevant and effectual for the work for which the individual is employed
- Relevant to the individual employee's job
- Equitable between different staff groups
- Delivered in an acceptable manner and environment

It is the policy of the DBF to approve and finance, within agreed budgets, the attendance of employees on training and development activities, in-house and external, which can include: -

- Work based assignments or projects
- Skills and personal development training
- Training on legislation, policy, procedures, codes of practice and management

The DBF aims to ensure that line managers are aware of and fulfil the responsibilities of their roles in assisting the training and development of employees through:

- Induction Training
- Performance development review
- Facilitation of attendance at suitable courses

The DBF aims to ensure that employees are made aware of their own individual responsibility for their training and development through:

- A commitment to undertake the training deemed necessary to meet the skills mix requirements and essential training programme of their Department
- Conscientious course attendance and work to reach the qualification requirements which they have agreed to undertake
- Ensuring that they raise training and skills development at performance development review meetings

ALL COURSES

There will be open access to course application for all employees, in particular no distinction being made between part-time and full-time employees of the DBF.

An employee will usually be given time to attend their designated course from within working hours.

An employee who is put forward for training, following discussion and identification of their training and development needs, is required to attend such training and complete any identified work.

The DBF has provision for travel and subsistence claims for attendance at training courses; attending employees are responsible for completing the appropriate forms.

An employee must be prepared to give his or her own time, i.e. outside of working hours for study time; this includes designated study days.

Employees undertaking expensive courses may be required to reimburse a proportion of the cost should they leave the organisation within a period of time following the course of study. Details will be given at the time of the course commencing.

SUMS AVAILABLE

Staff undertaking training courses in their own time may be eligible for a contribution from the training budget which is managed by the Diocesan Secretary. Should they leave before the course is completed then they may be required to repay an agreed proportion to the DBF. Time off in lieu will not normally be given for such courses however time off for examinations may be agreed in certain instances.

The management will have a budget allocated for the purpose of training and development. It will be important to differentiate between conferences and training although many conferences and events may have a valuable development aspect to them.

In addition to this the management may arrange additional training and development opportunities for staff for example on dealing with change, IT, racism awareness/equality & inclusion.

CLERGY WHO ARE EMPLOYEES OF THE DBF

All DBF employees whether lay or ordained follow this policy. However, some DBF contracts may, according to the post, have the provision of a sabbatical. Where this provision is made the Contract of Employment will state the details.

Clergy and other Church House staff who are licensed by the Bishop are entitled to claim CME allowances for involvement in local ministry work by negotiation with CME. Time off to attend CME training events must be negotiated with the line manager.