



Enable Ireland

NATIONAL TRAINING & DEVELOPMENT POLICY

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TABLE OF CONTENTS

1.0 Introduction.....	3
1.1 Facilitation of Training	3
2.0 Scope.....	3
3.0 Policy Aims	4
4.0 The Purpose of Training and Development.....	4
5.0 Staff Development.....	4
6.0 Training Categories.....	4
6.1 Mandatory Training.....	4
6.2 Professional/Job-Specific Training and Development.....	5
6.3 Consultant Services	6
7.0 Guidelines for Allocating Training & Development.....	6
8.0 Training Records.....	7
Appendix 1	8
Policy Reference	11

1.0 Introduction

Enable Ireland is committed to ensuring that its services are delivered in line with evidence-based best practice through developing a workforce that continuously strives to improve the quality of the service it provides.

Enable Ireland encourages and supports staff to utilise training and development opportunities to assist in meeting its strategic aims and objectives.

Through a pro-active approach to learning and development, Enable Ireland actively encourages and supports staff to undertake training and attend seminars within areas of interest to the organisation and pertinent to the staff member's role and responsibilities. Staff are required to provide feedback to their line manager on courses they have attended and to share areas of learning as appropriate, when requested.

This National Training & Development Policy will be supported by local guidelines for allocation of training and development.

The Guidelines for Allocating Training & Development (see Section 7.0 of this policy) must be referenced when developing the local guidelines for allocating resources for training and development.

1.1 Facilitation of Training

In response to the COVID-19 Pandemic, Enable Ireland's delivery of training was facilitated online with the exception of mandatory practicals. Delivery of online training programmes in Enable Ireland is to continue to feature as an efficient, cost effective and practical way of training or where possible consideration of a blended approach.

Where face-to-face is required, see Appendix 1 of [Facilitation of Training in Enable Ireland V6](#) for prompt checklist for set up, facilitation and delivery. All face-to-face training must be facilitated in accordance with the most up-to date public health guidance

2.0 Scope

This policy applies to all Enable Ireland staff and includes volunteers and students who must attend mandatory training.

With reference to the application of the HR process in relation to staff employed by other agencies through the PDS framework, this policy is applied in accordance with the:

- [National Policy on the Lead Agency Model^{\[2\]} \(2019:4\)](#),
- **Interagency Agreement**, together with,
- Any new policy or guideline documents (e.g. SOP) arising from PDS.

Under the lead agency model training requirements are as follows:

- The Lead Agency has responsibility for ensuring mandatory and statutory training of all staff is undertaken for their assigned Children's Disability Services Network(s).
- Training costs for CDNT members are borne by the lead agency under the National Policy on Non-pay Budget for CDNT under the IAA.
- Each staff member and each Children's Disability Network Manager (CDNM) should maintain records of training.
- The CDNM should have a copy of certification / relevant documentation on file of mandatory training.

3.0 Policy Aims

The aims of the policy are to:

- Ensure that all training is delivered as required in accordance with the most up to date public health guidance
- Ensure that training is aligned with the overall strategy of the organisation.
- Enable the organisation to allocate resources for the training and development of employees in an effective and efficient way.
- Ensure equality of opportunity and access to training and development.
- Ensure that all training and development is relevant and up to date.
- Provide a structured approach to assessing training and development to ensure that investment improves performance.

4.0 The Purpose of Training and Development

The purpose of training and development is to ensure that staff in Enable Ireland increase their existing knowledge and skill base which in turn will allow for greater expert knowledge and efficiency in carrying out their roles within the organisation.

5.0 Staff Development

Staff development is important to Enable Ireland and its staff in order to be prepared for changing environments and for new and emerging roles that may occur in the future. Staff development that is supported by Enable Ireland needs to be relevant to either the employee's current role or possible potential role in the future.

The attendance at job-specific training events is subject to the availability of resources. Enable Ireland also recognises the value of other learning opportunities which may include "on-the-job training", job coaching and mentoring, in-service, peer review etc. and will endeavour to facilitate these approaches to training and development where appropriate.

6.0 Training Categories

Enable Ireland prioritises the facilitation of in-house training where possible and under the following categories:

- Mandatory Training
- Mandatory Job Specific
- Professional/Job-Specific Training and Development

6.1 Mandatory Training

Table 1.0 lists mandatory training and is essential to working in Enable Ireland and / or is the legal minimum training requirements in line with the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Applications) Regulations 2007, the Children's First Act 2015 and General Data Protection Regulations (GDPR, 2016) Comprehensive infection control training was adopted in the form of the Antimicrobial Resistance and Infection Control (AMRIC) Learning Programme for all staff in response to the ongoing COVID-19 pandemic. Mandatory training for all staff, volunteers and students includes:

Table 1.0

Mandatory Training Programme	Method of Facilitation
1. Local and National Induction Programme	Blended Online and Face-to-Face (In-house)
2. Manual Handling Training	Blended Online and Face-to-Face Practical (In-house)
3. Fire Safety	Blended Online and Face-to-Face Practical (external provider)
4. GDPR Awareness Training	Online
5. Children First	HSeLanD
6. Safeguarding Adults at Risk of Abuse	HSeLanD
7. Antimicrobial Resistance and Infection Control Learning Programme X5 Modules: Module 1: AMRIC - Basics of Infection Prevention Control Module 2: AMRIC - Standard and Transmission Based Precautions Module 3: AMRIC - Hand Hygiene Module 4: AMRIC - Respiratory and Cough Etiquette Module 5: Putting on and Taking off PPE in Community Healthcare Settings	HSeLanD
8. The Flu Vaccine – Protect Yourself, Protect Others	HSeLanD

6.2 Mandatory Job Specific

This mandatory job specific training is for designated people in particular roles as per table 2.0 below. This is **not an exhaustive list**.

Table 2.0

Mandatory Job-Specific Training Programme	Method of Facilitation
People Handling	Blended Online and Face-to-Face (In-house)
Medication Management Training	Blended Online and Face-to-Face Practical (In-house)
MAPA	Blended Online and Face-to-Face
H&S Competent Person Training	Online
Display Screen Awareness Module	HSeLanD (Habitual Users)
Display Screen Awareness Instructor Training	HSeLanD (Line Managers)
National Health and Safety Function Occupational Safety and Health Risk Assessment Webinar.	HSeLanD

Mandatory job specific training needs will be devised at induction stage by the relevant manager.

6.3 Professional/Job-Specific Training and Development

This training has a specific purpose for specific job roles e.g., FEDS Training, Recruitment and Selection Training, Supervision Training. For further job specific training, access training tracker [here](#)

Professional/Job-Specific Training and Development needs will be devised at induction stage by the relevant manager.

6.4 Consultant Services

In accordance with the National Procurement Policy, a minimum of three quotes must be obtained from accredited training consultants/organisations prior to the purchase of any external training. This is required for all contracts of €1,001 up to the sum of €25,000. Purchases under €1,000 do not require multiple quotes. See Enable Ireland's Procurement Policy for further details.

7.0 Guidelines for Allocating Training & Development

These Guidelines for Allocating Training & Development must be referenced when allocating resources for training and development:

- Training & development applications will be considered in relation to the overall strategic direction of Enable Ireland, in line with best practice, locally prioritised needs, Team-Based Performance Management (TBPM) reviews/team targets and Individual Performance Management (IPM) reviews. The sanctioning of training & development opportunities will be administered in a fair and equitable manner, and will operate within agreed and transparent criteria.
- To facilitate fair and equal access to training and development opportunities, each service location/department will identify local training needs in order to meet the needs of their service users/owners/customers.
- Support for training & development may only be provided within the resources available and by prior agreement with the relevant manager and in the context of the needs of the total service/department
- In deciding the local annual training budget, managers should consider areas acknowledged as a service priority i.e. mandatory, job specific, TBPM reviews or IPM reviews.
- Training may be supported in terms of course time where this has prior approval of manager. Related travel and expenses where approved will be paid in line with the Enable Ireland Employee and Expenses Policy reduced rate. Time-off in lieu may be considered and, where appropriate, agreed and authorised and will only cover actual course hours and not travel time.
- All mandatory training and job specific training will be supported in full. Other categories of training and development will be allocated at the discretion of the relevant National Services Forum (NSF) manager.
- Applications for all training & development should be made using the Training Application Form (see Appendix 1). The form must first be completed by the employee and the supporting Line Manager. When complete, the Line Manager will submit to the relevant NSF manager for final approval.
- When considering applications for training, managers should take the following into account;
 - Is this allocation of training within the limits of the local training budget and is it high priority?
 - Can the daily function of the department /team/work location be maintained for

the duration of the training? Are training allocations equitably spread across all employees within a department or work location?

- Is there a relevance to, or requirement for, this training in terms of the current activities of the department/team?
 - Was this training identified in TBPM /IPM?
 - How will this training enhance the skill base within the service/team?
 - How would the training benefit the manner in which Enable Ireland carries out specified job-related tasks or functions within the organisation?
 - What will be the return on training investment back into the workplace and how will this be achieved?
 - What is the employee prepared to contribute towards the training initiative and the learning for the organisation?
- All training applications will be kept on the staff member's local personnel file with supporting documentation. Where training has been refused, a record of the specific reasons for refusal must be retained in this file.
 - In relation to significant financial support for training for an individual, the funding will be granted, conditional on a written agreement to remain in the organisation for a minimum of one year (and up to 2 years, depending on the commitment made) on completion of the course.

8.0 Training Records

A record of all training undertaken must be generated and retained locally. It is the responsibility of management to ensure that there is an appropriate method in place for the recording of all training in accordance with legislative requirements. Training records must be up to date and available for inspection

Enable Ireland's Worksheet for Tracking Staff Completion of Mandatory & Job Specific Training must be used to track training. It can be accessed via [Forms Page](#) of Inform.

Please note the job specific categories are not an exhaustive list and additional training needs can be added.



Appendix 1

Enable Ireland Training Application Form

Name:	
Staff Number:	
Course/ Programme/Conference:	
Provider & Accrediting Body:	
Is the course accredited for CPD points?	
Has it been run before?	
Who is the audience?	
Location of Training:	

** Where possible, please attach details supplied by training provider.*

Costings	Euro	% of cost being requested
<i>Course fees (incl. VAT)</i>		
<i>Travel Breakdown:</i>		
<i>Mileage (no. of miles/km)-</i>		
<i>Flight-</i>		
<i>Rail-</i>		
<i>Other-</i>		
<i>Accommodation</i>		
<i>Subsistence</i>		
Overall Total		

Training Duration and Staff Time	
<i>No. of training days</i>	
<i>Specific training dates</i>	
<i>Time of training (start and finish)</i>	
<i>Is the course facilitated during normal working hours?</i>	_____
<i>Total number of working hours required:</i>	_____
Is this training: Mandatory <input type="checkbox"/> Job Specific <input type="checkbox"/> Organisational Priority <input type="checkbox"/> Other <input type="checkbox"/>	

Applicant's Statement

- 1. How does this training support your ongoing professional development?*
- 2. How will this course assist you in your work?*
- 3. How does this training support the organisational goals?*
- 4. Any other information to support your application?*
- 5. How would you share your learning from this course?*

Please list all training/development and level of support received in the last 2 years:

Applicant Signature:
Date:

Line Manager Statement of Support in line with IPM/TBPM and Supervision

The impact of this course of study will be measured by:

I support the applicant's request as outlined above.

Signed:
Date:

NSF Member Approval
(To be completed by the relevant NSF Manager)

Approval of Application: Yes No

Reason for Decision:

Level of Support:

	%	€
Course Fees	-----	-----
Travel	-----	-----
Accommodation	-----	-----
Subsistence	-----	-----
Total	-----	-----

Training Days: -----

Signed:

Date: