

WELLCOME CARE HOMES Ltd	Reviewed March 2022
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The aim of this policy is to ensure that staff members have the opportunity to deve

1. Training Programmes will be classified into 3 categories:
 - 1.1 Induction Training - for ALL staff members
 - 1.2 Job-specific Training - particular training needed for each Job Position, and which may include specialist elements such as Moving & Assisting (Lifting & Handling), as appropriate.
 - 1.3 Refresher Training - for ALL staff members.
2. The system is structured so that there is a documented Training Plan for each Job Position. The Training Plan will be specific to the requirements of the Job Position and is geared to ensuring that the job holder can satisfactorily carry out the duties listed in the appropriate Job Description. Each Training Plan is designed to focus on two key elements of job training as follows:
 - 2.1 A list of the training elements required, as individual Training Modules (e.g. a training course on Moving & Assisting, or Health & Safety).
 - 2.2 A list of the Policies that are directly applicable to the Job Position. Provision is made on the Training Plan to list out the relevant Policies and for the job holder to indicate that the documents have been read and understood.
3. Upon recruitment the new employee will receive a copy of the appropriate Job Description and a copy of the associated Training Plan which identifies overall training requirements. The job holder, together with his / her appropriate Supervisor will then complete the Training Plans with details of any relevant training that the employee has received in previous employment. The remaining unfilled elements represent the Training Modules which must be completed in order for the individual to develop a personal Training Plan.
4. Training Plans are structured so that they will also act as a combined Training Record for the employee, since provision is made on the Forms to record details of training. Each time training is given details will be entered and the employee will sign and the Supervisor countersign in the spaces provided.

5. Thereafter, individual Refresher Training is given according to need:
 - 5.1 Where Performance Appraisal has indicated the need.
 - 5.2 In the light of new legislation, regulations, standards or marketing initiatives.
6. Each employee will have their own training records and the responsibility for maintaining these will be that of the Manager.