



London Ambulance Service **NHS**  
NHS Trust

## Training Policy Statement

**DOCUMENT PROFILE and CONTROL.**

**Purpose of the document:** is to ensure that all employees are given the necessary support from within the workplace

**Sponsor Department:** Education and Development

**Author/Reviewer:** Learning and Organisational Development Manager. To be reviewed by Sep 2011.

**Document Status:** Final

<b>Amendment History</b>			
Date	*Version	Author/Contributor	Amendment Details
22/09/08	1.0	Learning and Organisational Development Manager	Major – New document

**\*Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

<b>For Approval By:</b>	<b>Date Approved</b>	<b>Version</b>
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The Pulse	06/10/08	Records Manager	GDU
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<b>Links to Related documents or references providing additional information</b>		
<b>Ref. No.</b>	<b>Title</b>	<b>Version</b>

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are not controlled nor substantive.

## 1. Introduction

The London Ambulance Service NHS (LAS) trust considers that Education, Training, Learning and Development (E.T.L&D) of all staff are major priorities and integral to successful business performance. This Trust recognises its responsibility to ensure that all employees are given the necessary support from within the workplace, but also reserves the right to determine that supporting any opportunity is prioritised as follows:

1. Developing the knowledge, skills and behaviour required to carry out their jobs efficiently.
2. Accessing reasonable opportunities by which to explore career development beyond the demands of the current job role.

## 2. Scope

This policy statement addresses all E.T.L&D that is offered to staff regardless of their role, tenure and position within the trust. Implicit within these commitments is the understanding that with guidance and support from the trust and their line manager/sponsor staff will have responsibility and accountability for their own learning and development.

However, the trust recognises that:

- Individual departments operate local E.T.L&D arrangements and this statement requires that these are followed in conjunction with the commitments listed below.
- All other policies, strategies, plans and local conditions for E.T.L&D must meet the Trust's stated ambitions and controls surrounding:
- Equality and diversity including the need to provide equal treatment to all staff and to carry out these with dignity and respect.
- Financial practice and regulations
- Governance and auditing criteria
- Legislation and any requirements related to business and professional practice determined by the NHS and other recognized external agencies and organizations

## 3. Trust Commitments

The following describes those commitments related to all E.T.L&D that this Trust will fulfill as a minimum for all staff within the LAS:

1. Provide Corporate Induction training to all new employees by which to familiarise themselves with the Trust's objectives and plans for the future together with an understanding of how their role actively contributes to the Trust's successful performance.

2. Assist all employees through a range of opportunities such as but not exclusively work based, I.T. and/or classroom based training, to help them acquire and develop the core skills, knowledge and critical values and behaviours needed to perform their own job effectively within the LAS.

3. Make available opportunities through which staff will become familiar with all the Trusts' objectives, policies and procedures.

4. Regularly update all information concerning E.T.L&D and how these impact on individual staff roles and responsibilities as service requirements change.

5. Describe staff and managers' key statutory and mandatory training attendance responsibilities as defined by the Trust and legislation. Such attendance will be recorded and presented as evidence towards various local and national assessments and targets and will constitute a necessary commitment and obligation of all LAS staff.

6. Publicise and regularly review processes and criteria for agreeing staff opportunities for development beyond their current job role, including funding arrangements to attend courses, conferences and academic qualifications with agencies and institutions external to the Trust.

7. Ensure E.T.L&D. activities are planned and evaluated regularly in line with objectively identified training needs and work related performance outcomes. The Trust's use of performance development reviews is considered a core means by which individual performance, potential, and training needs are reasonably identified and managed, whilst the business and service planning processes determine more organisational needs analyses.

8. Offering specific opportunities to those participating within the Trust's talent management schemes by which to address issues concerning succession planning and capacity building within the workforce.

9. Ensuring that attendance records and individual portfolios are maintained by all involved with supporting effective E.T.L&D within the Trust. This responsibility extends to line managers, and staff as well as those with particular responsibility for provision. For the Trust, records and portfolios represent a succinct way of demonstrating achievement and assisting in the further identification of need.

10. Achieving and maintaining a range of recognised and accredited assessments by which to demonstrate the Trust's ongoing achievements in its provision of E.T.L&D.

#### **4. Equality Impact Assessment**

The purpose of this assessment is to minimise and where possible remove any disproportionate impact on employees on the ground of race, sex, disability, age, sexual orientation or religious belief. A baseline assessment of the policy identified no detriment.

## 5. Review and Evaluation

This policy statement recognises that the responsibility for E.T.L&D lies with the Trust and its Chief Executive, and together they commit to providing adequate resources and facilities each year to ensure that the above commitments can be met. How the trust meets its obligations in specific areas like health and safety and infection control are defined within other documentation. This policy statement will be reviewed every 3 years and/or as service issues demand together with guidance describing how E.T.L&D performance is evaluated.

<b>IMPLEMENTATION PLAN</b>	
<b>Intended Audience</b>	For all LAS staff
<b>Dissemination</b>	Available to all staff on the Pulse
<b>Communications</b>	Revised Procedure to be announced in the RIB and a link provided to the document
<b>Training</b>	
<b>Monitoring</b>	See section 5.