



Training and Continuous Professional Development Policy

New Policy: September 2022 v1.0

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Document Control

Changes History

Version	Date	Amended by	Recipients	Purpose
1.0	September 2022	New Policy	All Plymouth CAST Employees	New policy

Approvals

This policy requires the following approvals:

Board	Chair	CEO	Date Approved	Version	Date for Review
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	22nd July 2022	1.0	September 2024

National/Local Policy

This policy must be localised by Academies

This policy must not be changed, it is a CAST/National Policy (only change logo, contact details and any yellow highlights)

Position with the Unions

Does the policy require consultation with the National Unions under our recognition agreement?

Yes No If yes, the policy status is: Consulted and Approved Consulted and Not Approved

Awaiting Consultation

Distribution

This draft document has been distributed to:

Position	Date	Version
All CAST Central employees, CAST Headteacher, CAST Directors, JCC		1.0

1. Vision and Values

- 1.1.** Plymouth CAST is a multi-academy trust of Catholic schools which is part of the mission of the Catholic Church dedicated to human flourishing and the building of a kingdom of peace, truth and justice. The Trust is to be conducted in all aspects in accordance with canon law and the teachings of the Roman Catholic Church and at all times to serve as a witness to the Catholic faith in Our Lord Jesus Christ.
- 1.2.** Our vision and values are derived from our identity as a Catholic Trust. Central to our vision is the dignity of the human person, especially the most vulnerable. Our academies are dedicated to providing an education and formation where all our pupils and young people flourish in a safe, nurturing, enriching environment. All governors in our academies are expected to be familiar with the vision, mission, values and principles of the Trust and not in any way to undermine them. They should support and promote the vision and conduct themselves at all times in school and on school business according to the vision and principles of the Trust
- 1.3.** Plymouth CAST expects all its employees to recognise their obligations to each school within the Multi-Academy Trust, the public, pupils and other employees and to provide consistently high standards of education and performance at all times and in accordance with Plymouth CAST's vision, mission and principles.

2. Purpose

- 2.1.** Plymouth CAST is committed to the learning and development of all staff across the Trust. All staff play a vital part in the achievement of high standards to improve the learning experience of our pupils.
- 2.2.** Plymouth CAST believes that all staff (teaching and non-teaching) are entitled to professional development to improve the effectiveness of the Trust as a whole, as well as the professional skills of the individual staff member.
- 2.3.** This policy sets out our commitment to the development of staff skills and expertise, to facilitate personal and professional development enabling individuals and groups to achieve their full potential at work. The Trust's success is largely based on the contribution, commitment and achievements of our staff.
- 2.4.** This policy sets out to ensure there is a process by which all statutory and mandatory training is consistently delivered and recorded.
- 2.5.** The purpose of continuing professional development (CPD) and ongoing training is to:
 1. Improve the quality of teaching and learning
 2. Enable staff to meet their individual objectives as set out in their performance management review

3. Involve all staff in moving a school towards the objectives stated in their school plan
4. Provide development opportunities for all staff
5. Provide support and advice for staff
6. Ensure all teaching staff are able to meet the Teachers' Standards and all Head & Executive Headteachers are able to meet the Headteachers' Standards (2020)
7. Ensure all employees are able to carry out the duties of their role safely and in accordance with any relevant legislation.

3. General Principles

- 3.1.** The Trust believes that effective training and CPD contributes significantly to school improvement. An investment in our staff has a positive impact on motivation and effectiveness. It helps to create a climate for learning which impacts both staff and pupils within the Trust.
- 3.2.** All employees will be provided with:
 1. Induction training in accordance with their role
 2. Appraisal reviews for all staff (in accordance with the Plymouth CAST Appraisal Policy).
 3. Updated training in response to any significant changes in role and/or responsibility.
 4. Generalised health and safety training and briefings
 5. Relevant safeguarding training
 6. Training in specific skills required for certain activities in accordance with their role, including specialist training for roles entailing particular hazards
 7. Refresher training where required
 8. Management training for risk assessments and maintaining an overall safe working culture within the Trust.
- 3.3.** The Trust has a wide range of expertise and skills and Managers should use these where possible to assist in the development of the Trust workforce.
- 3.4.** The Trust has a responsibility to provide suitable and sufficient health and safety training for all Head/Executive Headteachers. The Head/Executive Headteacher is responsible for ensuring all staff under their employment have access to appropriate training in accordance with their role.
- 3.5.** Mandatory training is made compulsory by the Trust to ensure our employees are competent to reduce risk, follow guidelines, comply with our policies and meet legislative duties such as Health and Safety or Food hygiene.
- 3.6.** Please reference the Governance handbook for the training requirements applicable to Directors and Governors.

4. Equal Opportunities

- 4.1.** There will be equality of access to staff training and development opportunities for all staff within the Trust. No member of staff will be treated less favourably than another. Involvement in staff training and development will be determined only by personal merit, performance and by the application of the appropriate criteria.
- 4.2.** The Trust training policy must always be applied fairly and in accordance with the Plymouth CAST Equal Opportunities Policy including the duty to make reasonable adjustments to training agreements for disabled employees.

5. Responsibilities

5.1. The Trust

1. The Trust has overall responsibility for the implementation of training and CPD of staff, and that it doesn't discriminate on any grounds.
2. The CEO is responsible for overseeing the administration of CPD at a strategic level and for liaising with the Trust board and senior leaders within the Trust to monitor the provision and impact of CPD.
3. The Trust is responsible for supporting Headteachers/Line Managers to source cost effective training.

5.2. Employees

1. Employees are responsible for delivering the requirements of the post as set out within their job description and ensure they undertake the duties of their role as instructed and trained.
2. Employees will attend learning sessions delivered by the training provider. TAs / Admin / etc.:TOIL to be offered with agreement with Line Manager during the same term for statutory requirements within the role.
3. Employees are responsible for reporting training needs to their Line Manager and should not undertake duties unless they are confident that they have the necessary competence.
4. Evaluation is typically at the end of the course. Dissemination is a debrief to the HT or Line Manager to cascade within the workforce and within the setting.
5. Employees are responsible for participating in performance reviews and appraisals and to make reasonable efforts to attend training as identified and agreed.

5.3. Headteachers/Line Managers

1. Headteachers/Line Managers are responsible for the day to day implementation and management of training and CPD.
2. Headteachers/Line Managers are responsible for identifying training needs, including refresher training, among their staff members through performance appraisal, observations and staff training records.
3. Headteachers/Line Managers will ensure there are systems in place to identify training needs arising from changes in staff, plant, substances, technology or working practices. This includes ensuring there is comprehensive cover for staff absences, particularly those critical to health and safety.
4. Headteachers Line Managers are responsible for ensuring during recruitment and selection processes that candidates have the necessary skills and relevant health and safety knowledge to carry out their roles if this is specified within the job description/person specification.
5. Headteachers/Line Managers are responsible for ensuring their staff attend and complete all statutory training requirements.
6. Headteachers/Line Managers will ensure staff who are undertaking professional qualifications are given the appropriate support and encouragement, and that regular monitoring is completed.
7. Headteachers/Line Managers will ensure adequate records are kept of all training and health and safety training undertaken by staff. Training records will be held on SIMS.
8. Headteachers/Line Managers are responsible for ensuring there is a training agreement in place.

5.4. HR and School Business Managers

1. Advising managers in the application of this policy.

6. **Mandatory training**

- 6.1. Mandatory training is specific to the particular job role the employee is undertaking and may be determined by Trust policies, government legislation or a statutory body.
- 6.2. Appendix 1 provides a link to the mandatory health and safety training requirements dependent on job role, as determined by the Trust. This details what training is mandatory and when refresher courses are required.

- 6.3. Appendix 2 provides a link to mandatory safeguarding training requirements dependent on job role, as determined by the Trust. This details what training is mandatory and when refresher courses are required.
- 6.4. Employees undertake training with the purpose of minimising risk, providing assurance against policies and to meet external standards which will ensure that:
 - 1. Staff are able to carry out duties safely and efficiently
 - 2. To protect staff, pupils, visitors and contractors from harm
 - 3. To maintain competence to the required standard
- 6.5. The Trust expects all employees to complete all mandatory training designated for their job roles according to this policy and as directed by their Line Manager.
- 6.6. Line Managers must support employees returning from long term absences to ensure they are up to date with their mandatory training upon their return to work.

7. Methods of training

- 7.1. Training and development includes any activity which contributes to the enhancement of staff knowledge, skills, competence and working practices. Staff development is a key contributor to the success of individuals and the success of the Trust.
- 7.2. Individual training needs should be identified as part of the appraisal process and by the employee in response to their own practice. Please see the Plymouth CAST Appraisal Policy for details on how objectives should be set.
- 7.3. Organisational training may arise following new legislation and policies. These will be determined by the Chief Executive Officer.
- 7.4. Training can take place in a formal classroom/video recording setting, or informal on the job training when working alongside experienced colleagues or engaging in peer to peer development activities.
- 7.5. Informal on the job training can include:
 - 1. Job shadowing – this involves one person showing another all the aspects of a particular job. It is suitable for training new staff as part of the induction process or someone who may be new to the task
 - 2. Coaching – this is typically carried out by a more senior member of staff, Line Manager or by a peer colleague as an act of professional generosity. This involves regular reviews of an employee's progress, where they are provided with feedback.

3. 'Tool box talk' – this is a short discussion on a specific health and safety task. It can be used for communicating safety messages.

Other informal methods can be working instructions, staff meetings / briefings, reference books, procedural manuals, health and safety policy documents and guidance notes. Websites can be used as an effective way to obtain basic information.

- 7.6. Where training needs cannot be met locally or a need has been identified as requiring a more formal based approach, training can be achieved by attending a Trust approved programmed course. If there is sufficient staff, an in-house bespoke training event could be held. These will be determined by the Trust's senior leadership team.
- 7.7. Schools will use INSET days to hold in-service training days during the academic year. The INSET programme should be planned in advance by the senior leaders within the School with support of their Education and Standards Manager.

8. Identification of Training needs for new and existing employees

- 8.1. Newly appointed staff will undertake a period of induction suitable to their job role. This applies to both new starters and employees transferring from other areas in the Trust. The induction will cover all practical and theoretical skills required for their role, which will include mandatory training.
- 8.2. Newly appointed staff must demonstrate competence in all areas of their induction and mandatory training.
 - 8.2.1 For support staff this should be conducted in accordance with the Plymouth CAST Probation Policy and Procedure for Support Staff.
- 8.3. During an employee's induction Line Managers should identify any additional training which has not previously been covered in their mandatory training, ensuring they are competent in all the required areas before their induction is signed off as complete.
- 8.4. Line Managers will review existing employees' mandatory training and ensure all documentation to show the required training has been completed and recorded as such. For any employees who have not completed their mandatory training, Line Managers will devise an appropriate timetable and action plan to ensure their training requirements are fulfilled within a set timescale.
- 8.5. Line managers will discuss any training requirements with existing employees during staff appraisals and produce a timescale in which action plans should be achieved by.

9. Refresher training

- 9.1. Some refresher training will be mandatory, depending on the employee's role and the course.
- 9.2. Line Managers should ensure refresher training is arranged as and when necessary and in accordance with appendix 1 and appendix 2.
- 9.3. Non-mandatory refresher training may be required where information and skills are learned for tasks that are not regularly practised. They are also helpful to reaffirm the correct working practices for long serving employees.
- 9.4. Line Managers should consider reducing the length of time to undertake refresher training where there are concerns regarding an employee's ability to carry out an activity safely.

10. Continual professional development – CPD

The Trust is committed to investing in its people, values the contributions made by all employees and views continual professional development as a tool to enable a robust, resilient and highly skilled workforce. It is also essential to train our employees to support the needs of our pupils, especially those who come under pupil premium.

The Trust has developed inclusive and accessible CPD pathways for all employees. Please use the links below to access the documents:

[Teaching Staff](#)

[Classroom Based Support Staff](#)

[Non Classroom Based Support Staff](#)

11. Training Providers

- 11.1. Training can be obtained from a wide range of providers. If an employee wishes to enquire about additional learning, they should complete the [Plymouth CAST Training Request Form](#) to register their interest in a particular course/apprenticeship.
- 11.2. Line Managers must be consulted before an onLine application form is completed.
- 11.3. The Trust Development Officer will be able to offer support and guidance on sourcing an appropriate training provider.
- 11.4. Devon County Council and Devon Health & Safety Service offer key areas of health and safety training however, if there are any bespoke needs the Trust Premises and Procurement Manager should be consulted upon.

11.5. The Trust will source and provide mandatory training to all employees via the appropriate training provider. Some mandatory training will be held online therefore, Line Managers must ensure all employees have access to this training, highlighting any issues to the Trust Development Officer.

12. Training agreement

12.1. Line managers must ensure a training agreement is in place for employees wishing to undertake a course. Please refer to appendix 3 for a template.

12.2. Agreements are fixed for the duration of the training. The length of the agreement must provide the employee with enough time to complete their course and take into account mixed learning abilities.

12.3. Extensions to agreements can be considered under special circumstances to enable employees to complete their framework. This will need to be under the agreement of the Line Manager and training provider.

13. Training Records

13.1. It is essential that records are kept of all training.

13.2. Retention of training records should be held in accordance with the Plymouth CAST document retention guidelines.

14. Contribution towards course fees and study leave

14.1. For information relating to course and professional membership fees please refer to the Plymouth CAST Staff Expenses and Benefits Policy.

14.2. For information relating to study leave, please refer to the Plymouth CAST Special Leave Policy.

14.3. For information relating to the repayment of courses including apprenticeships please refer to the Plymouth CAST Staff Expenses and Benefits Policy. Repayment plans could be considered.

15. Review

15.1. The content of this policy and procedure may be subject to revision from time to time following consultation with the recognised trade unions.

Date	Page	Details of the change	Agreed by

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15.2. History of changes

Policy to be reviewed by the Plymouth CAST Board in consultation with the JCC in accordance with the policy review schedule or when legislation changes or operational reasons arise.

Appendix 1. Mandatory Health and Safety Training

Please use the following link to access the training matrix:

[H&S Training Matrix by Job Role](#)

Appendix 2. Mandatory Safeguarding Training

[Safeguarding Training Matrix by Job Role](#)

Appendix 3. Training Agreement Template (not for the use of ECTs)

UNDERTAKING TO REPAY COSTS INCURRED DURING EXTERNAL TRAINING COURSES

This Agreement is dated [date] and is made between:

Plymouth CAST (“the Employee”)

And

[Employer Name]

Whereas:

- A. The Employee is employed by the Employer as a [job title].
- B. The Employee has obtained a place in relation to a course of study leading to the award of [Name of Award]

Please note:

External Training is defined as any training outside of the direct training an employee is required to have in allowing them to perform their job as determined by the company and or by the Health and Safety Executive.

It is hereby agreed and declared that:

- 1) In consideration of the Employer agreeing to meet the costs of the Course which are set out in the Schedule to this Agreement (“[fcost]”), the Employee undertakes to reimburse to the Employer the costs if:
 - i) They voluntarily withdraw from or terminate the Course early without the Employer’s prior written consent;
 - ii) They are dismissed or otherwise compulsorily discharged from the Course, unless the dismissal or discharge arises out of the discontinuance generally of the Course;
 - iii) Their employment is terminated by the Employer for any reason prior to completion of the Course; or
 - iv) They resign from the employment of the Employer either prior to completion of the Course or within (12 months) after the end of the Course, except that, in the latter case, the amount which would otherwise be due to the Trust. Resignation within 1 to 2 years after completing the course, the employee would require to reimburse 50% of the cost of the course.
- 2) To the extent permitted by law, the Employee agrees that the Employer may deduct a sum equal to the whole or part of the Costs due under the terms of this Agreement from

their wages (as defined in section 27 of the Employment Rights Act 1996) or from any other allowances, expenses or other payments due to the Employee.

- 3) The amount due to the Employer under the terms of this Agreement is a genuine attempt by the Employer to assess its loss as a result of the termination of the Employee's employment and takes into account the derived benefit to the Employer. This Agreement is not intended to act as a penalty on the Employee upon termination of his employment.

SIGNED:

.....
[Employee Name]

SIGNED:

.....
[Director / Manager]

NB. This Agreement should be signed by both parties prior to the commencement of the Course.