



Learning and Development Policy

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1. Introduction

- 1.1. The Commission for Victims and Survivors (the Commission) believes that appropriate and adequately resourced learning and development opportunities are essential to equip staff to deliver its business objectives. When recruiting new employees the Commission will as far as possible ensure employees have the skills they need to perform their role. However this will not always be possible and business needs are also likely to change over time so that even the most skilled and qualified employee is likely to need to develop new skills or upgrade their existing skills during the course of their employment.
- 1.2. In accordance with Equality regulations, all employees will have the opportunity to access learning and development opportunities appropriate to their roles and responsibilities and development needs. On those occasions when training is offered to selected groups it will be on the basis of prioritised corporate needs.
- 1.3. Strategic planning for learning and development within the Commission will be based on the following values and business objectives:
 - Identified development needs should have as their starting point a link to the Commission's business objectives and priorities
 - Learning and development activity benefit the individual, the organisation and equips staff to effectively deliver the Commission's core statutory functions;
 - The Commission is committed to encouraging and enabling all its employees to learn and develop to become fully effective members of staff;
 - Individuals take ownership of their own learning and development;
 - Trade Union side is committed to encouraging members to take opportunities provided by the Commission to learn and develop, and assist them deliver their business objective

2. Expectations

2.1. Staff

Staff at all levels can expect:

- The opportunity to access to learning and development opportunities relevant to their role within the Commission
- Access to learning and development opportunities in preparation for future roles where appropriate
- Access to high quality learning and development opportunities through internal and external providers
- Access to readable, up to date information regarding available opportunities, costs, commitment, and anticipated benefits

2.2. Commission

- All requests for learning and development to be based on business needs and able to demonstrate value for money
- Requests for assistance with learning and development programmes to be completed in full, and submitted in time to make necessary arrangements and preparations for the course
- Full and punctual attendance at organised events for which a place has been requested
- A satisfactory explanation is required in a timely fashion where absence from an event is unavoidable
- Pre and post course application and evaluation forms to be completed by participants and line management punctually and in full, to assist the process of course preparation and evaluation
- Assistance in spread of learning throughout the Commission
- Timely forwarding of invoices, to assist finance in payment and budgetary monitoring and control

3. Responsibility for Learning and Development

3.1. The Senior Management Team (SMT)

- 3.1.1. The Senior Management Team is responsible for ensuring that all staff have an opportunity for their work-related learning and development needs to be met in line with the Learning & Development Policy and that managers provide the necessary training and development opportunities

on an equitable and value for money basis. The Senior Management Team will ensure that learning and development activities and plans will focus on meeting prioritised and approved business needs and provide value for money.

- 3.1.2. The Senior Management Team will be responsible for the allocation of adequate resources and budgets to meet prioritised training plans at corporate, divisional and individual staff levels.

3.2. Line Managers

- 3.2.1. The primary responsibility for identifying and prioritising learning and development needs lies with line managers in conjunction with individual staff. Managers have a duty to ensure that individual staff within their remit are supported and encouraged to avail of the learning and development opportunities available through the Commission both internally and externally and ensuring that training and development is properly aligned with business and personal training objectives. In practical terms this will include:

- The identification of individual learning and development needs annually through the staff appraisal process and 1:1 meetings with staff throughout the year
- Aligning training and development needs with key result areas and business plans and objectives
- Approving attendance at the appropriate level
- Agreeing learning and development objectives with individual staff
- Facilitating the release of staff wishing to attend training, and arranging cover where appropriate
- Assessing requests for training and development against personal and business objectives and ensuring alignment and value for money to include consideration of non-standard methods of training delivery such as job shadowing, mentoring, project work etc. In addition to traditional training courses
- Ensuring that staff attend mandatory training
- Ensuring, through divisional training coordinators that all staff who attend a learning and development activity complete and submit the appropriate evaluation return
- Evaluating the impact of learning and development activities on staff performance and behaviour against agreed training and business objectives at individual and corporate levels.

3.3. Staff

Each member of staff is responsible for:

- Ensuring that s/he communicates any learning and development need through the annual appraisal process and this policy
- Their own attendance and participation at any course or event, and for the completion of all documentation as requested by the Training Provider, HR, PDU, Line Manager or Training Co-ordinator
- Attending and participating in training which from time to time may be deemed essential by the Commission
- Applying skills learnt through learning and development activities in the work place
- Assisting in the spread of learning throughout their division and the wider Commission
- Identifying the impact of learning and development activities on how they deliver their work commitments from feedback after training events and annual appraisal processes.

3.4. Head of Finance and Corporate Affairs

The Head of Finance and Corporate Affairs will:

- Monitor and report on the effectiveness of the learning and development policy on an annual basis and report its findings to SMT and the Board
- Facilitate the identification, sourcing and delivery of training activity and maintain an up to date list of approved training courses and providers including information on costs
- Keep up to date with non-standard forms of training delivery such as job shadowing, mentoring, project work etc. In addition to traditional training courses
- Quality assure proposed mandatory and corporate training for consistency and value
- To monitor and maintain records of training courses attended by staff in their respective divisions and the post-training evaluation forms submitted by staff
- To advise divisional Management on training expenditure against budget on a monthly basis

- Create and maintain a database of training providers and provide advice to SMT, line managers and staff to successfully meet our training objectives ensuring a cost effective and best value approach
- Return records of all training evaluation and report to the Head of Corporate Services on a monthly basis

4. Context

4.1. Business Planning Process

The Commission's Interim Corporate Plan and Interim Outcome Development Plan sets out strategic objectives and details activity and outcomes that are cascaded down to divisional and individual objectives and related learning and development needs.

4.2. Learning & Development and Business Planning

The purpose of this policy is to support the Commission's business objectives. Its objectives are:

- a) To deliver learning and development based on business needs;
- b) To meet the Commission's equality commitments on access to learning and development opportunities;
- c) To make all staff aware of the Commission's commitment to their development;
- d) To set out for managers and staff the Commission's procedures on the selection, delivery and evaluation of learning and development opportunities and activities;
- e) Value for money.

5. Procedures for Learning and Development Opportunities assisted by the Commission

- 5.1. Staff may be required to participate in training and development courses or activities identified and considered beneficial or necessary by the Commission for improving the knowledge and/or skills of staff, or to meet needs in respect of their jobs.
- 5.2. Such training and development opportunities will be fully funded by the Commission and will normally be provided during working hours. The Commission will consider the domestic responsibilities of staff when planning courses/activities that require overnight stay away from home.

- 5.3. Subject to resources, the Commission will also give consideration to assisting staff who wish to participate during working hours in short courses, conferences or seminars which they identify on their own initiative.
- 5.4. In deciding whether assistance will be granted, the primary considerations will be the extent to which the activity will contribute to the performance of the individual in their job, and in turn the Commission's outcomes and priorities along with the cost and impact on the operational needs of the Commission. The criteria and procedure that will be applied in deciding whether or not assistance will be granted is contained in Appendix 1.

6. Adult Further Education (AFE)

- 6.1. The Commission recognises that adult further education can have an important part to play in developing the knowledge, skills and competence of staff.
- 6.2. Subject to resources and in accordance with the following selection criteria and underpinning procedures, the Commission will give consideration to assisting staff who wish to undertake formal courses of academic/vocational study, leading to recognised academic/vocational qualifications related to their work.
- 6.3. This should be in their own time and contribute to their effectiveness in the course of current or future jobs within the Commission and will benefit their personal and career development. If eligible, staff would normally qualify for reimbursement of 80% of course fees up to a limit of £1,000 per academic year.
- 6.4. The selection criteria and procedures for AFE support from the Commission are outlined below.
- 6.5. Employees on Career Break will not be eligible for assistance under the AFE scheme.
- 6.6. Further details of the AFE package of assistance for approved studies is contained in Appendix II.
- 6.7. **Selection Criteria:**
 - 6.7.1. Subject to adequate financial support being available in the Commission's training and development budget to enable the officer to undertake the approved studies, adult further education (AFE), proposed assistance if awarded shall be based on the following selection criteria which are in order of priority are met:
 - **Criterion 1** - The course of study will make a contribution to your performance as outlined in the objectives in your Annual Performance Review

- **Criterion 2** - The course of study will make a contribution to the achievement of divisional objectives
- **Criterion 3** - The course of study will make a contribution to the Commission's business objectives
- **Criterion 4** - The subject/s will contribute to the personal development of the individual and have an identified relevance to performance

6.8. Procedures

- 6.8.1. Staff wishing to avail of assistance should first seek the approval of their line manager in respect of their chosen course of study.
- 6.8.2. Applications are to be submitted on a standard form, which can be obtained from the Head of Corporate Services. AFE Application Form contained in Appendix III.
- 6.8.3. Completed application forms must be **received at least 6 weeks prior to the commencement of the course**. Late applications will only be accepted, subject to available funding.
- 6.8.4. The line manager will interview the applicant, consider the application and make a recommendation in writing to the SMT. SMT shall then review the application and consider whether or not to approve.
- 6.8.5. On receipt of applications, consideration will be given by the Line Manager/Head of Department on your ability to complete the course of study without detriment to job performance.
- 6.8.6. Applications will be processed in line with the criteria priority order as follows:
 - a) Applications made under Criterion 1 will receive first consideration, followed by those made under Criterion 2
 - b) Applications made under Criterion 3 and 4 will only be considered if funding is available. In the case of demand exceeding available funding, the date of receipt of the application will be taken into account (on a first come first served basis within the criterion)
 - c) In the event of funding remaining available after initial allocation, this will be allocated after the closing date on a first come first served basis
- 6.8.7. An application for assistance is no guarantee that it will be successful. You are therefore responsible for meeting the costs of those courses of study, which have not had funding approved by the Commission.
- 6.8.8. In considering applications for assistance, the Head of Finance and Corporate Affairs will normally consider the comparative costs and the cost effectiveness of following the same course of study by different means.

The Head of Finance and Corporate Affairs will confirm availability of funding and report to SMT.

- 6.8.9. The past record of applicants in AFE courses supported by the Commission will be taken into account.
- 6.8.10. If you have previously been unsuccessful within the last five years on a course of study you may be refused, but each case will be taken on its merits.
- 6.8.11. If you have an unsatisfactory attendance record at the date your application is submitted to Line Manager you will not be considered for support under the assistance to study scheme.
- 6.8.12. New applicants will be given precedence over staff that have already received assistance and **completed** a course of further education.
- 6.8.13. The applicant will be informed in writing by the Head of Finance and Corporate Affairs of the outcome of the application. This will cover **one academic year**.
- 6.8.14. If a course spans more than one academic year, you should submit an application in relation to each year of your course (continuing application). This will allow you to provide details of costs which apply to the current year of study and facilitate the Commission in managing its budgets. Eligibility for continuing support is subject to successful completion of the previous year of study (evidence must be provided). The Commission will take account of continuing commitments in determining available budgets for new applications. It should be noted that ability to fund continuing applications will be dependent on availability of funding; every endeavour will be made to support continuing applications.
- 6.8.15. At the end of the course of study you must forward evidence of your successful completion. This will be used in assessing the benefits of the scheme.
- 6.8.16. Failure to complete a course of study may result in the Commission recouping fees on an agreed pro rata basis, as per the signed training agreement, Appendix VI However, each case will be considered on its merits.
- 6.9. **Refusal of an application for assistance under the AFE procedures:**
 - 6.9.1. An application for assistance is no guarantee that it will be successful. Should an employee be dissatisfied with the decision not to be given assistance they must put the reasons in writing, within two weeks of the notification date. A meeting will be arranged with the employee's line manager. The employee may be accompanied at the meeting by a work colleague or trade union representative. The employee will be informed of the outcome of this meeting within two weeks.

- 6.9.2. Should an employee remain dissatisfied with the decision following this meeting they may appeal to another member of the Senior Management Team outlining the grounds of their appeal. An appeal meeting will be arranged within two weeks and the employee may be accompanied by a work colleague or trade union representative at this meeting.
- 6.9.3. The employee will be informed of the outcome of their appeal within two weeks. The appeal decision will be final.

7. Evaluation of Learning and Development

- 7.1. It is the responsibility of line managers to evaluate the impact of learning and development activities on staff performance and behaviour against agreed training and business objectives at individual and corporate levels.
- 7.2. Evaluation will be undertaken through review of training evaluation forms, management observation of learning in action, the annual performance review system and employee feedback.



Appendix I

SHORT COURSES, CONFERENCES AND SEMINARS: SELECTION CRITERIA AND PROCEDURES

1. Selection Criteria

- 1.1. Subject to adequate financial support being available in the Commission's learning and development budget and overall business needs assistance and/or time off work may be granted providing that the course, conference or seminar will make a contribution to the performance of the individual in their existing job.

2. Procedures

- 2.1. Staff seeking time off and/or assistance, should first seek the approval of their line manager. Applications are to be submitted on a standard form, which can be obtained from the Head of Finance and Corporate Affairs. Completed applications should be received at least three weeks in advance of the date of the course/conference/seminar.
- 2.2. The Line Manager will then interview the applicant, consider the application and make a recommendation in writing to the SMT. The past record of applicants in attending similar courses/conferences/seminars and the time off already granted will be taken into account.
- 2.3. SMT will then consider the application. He/she will take account of the advice from an officer's line manager about the relevance of the course/conference/seminar to the individual in the performance of his/her job, and the impact of attendance on the operational needs of the department. He/she will also consider the cost effectiveness of attendance in light of these considerations. SMT shall decide up and approve the appropriate recommendation. The employee will forward a copy of the approved application to the Head of Corporate Services, retaining a copy for their own records
- 2.4. Where approval is granted, travelling expenses, and any other costs associated with attending will be paid by the Commission.

- 2.5. On return from the course/conference/seminar, individuals will be required to complete the post learning and development evaluation form. When completed these forms must be returned to the Head of Corporate Services.



APPENDIX II

ADULT FURTHER EDUCATION PACKAGE OF ASSISTANCE

Assistance Available for Approved Studies

1. General

- 1.1. The Commission offers the following assistance for approved studies under the Assistance to Study Scheme:

2. Fees (including examination fees)

- 2.1. 80% of course fees for the most economical method for the course of study up to a maximum of £1,000 per academic year will normally be paid. The maximum limit will be subject to an annual review, taking account of increases in courses' fees.
- 2.2. The Commission may identify an alternative viable option to meet the identified need.

3. Books

- 3.1. 50% of essential books, up to a maximum of £50 per academic year on provision of evidence from Educational Establishments, for example a signed letter from your course tutor, will be paid. You must source the most economical means, in other words Commission, University, public libraries, etc.

4. Travelling Expenses

- 4.1. Travel (in accordance with NICS provision) to an approved course of study and any compulsory residentials at public transport rate will be paid. Reimbursement will only be considered for those costs identified on the application form.

- 4.2. Should you receive travel expenses or other assistance from another source, you will have the amount paid from the Commission funds reduced accordingly.

5. Special Leave and Time Off

- 5.1. A maximum of five days special leave with pay may be granted per academic year of course, which can be made up of study leave, project leave/assignment or combination of both. In addition, time off will be granted to undertake examinations, compulsory residentials and for graduation (provision detailed below).

6. Course Attendance

- 6.1. There is **no** provision for day release in relation to Adult Further Education applications. The Commission will give consideration to granting use of annual leave/flexi leave/unpaid leave to facilitate attendance during working hours where service needs would allow.

7. Study Leave

- 7.1. Study leave, to facilitate preparation for examinations will be granted as follows:-
- a) Half-day study leave for each examination lasting up to and including one and a half hours;
 - b) One day study leave for each examination lasting over one and a half hours.

8. Project Leave/Assignments

- 8.1. Where assessment is carried out through projects or assignments and not by examination, you must provide evidence from your educational establishment to demonstrate the project or assignment is necessary and counts towards the successful completion of qualification. In such circumstances special leave will be granted as follows:-
- half day leave for 3000 - 5000 words (or equivalent)
 - one day leave for over 5000 words (or equivalent)
- 8.2. Where a Project or Assignment does not count towards the successful completion of qualification, no special leave will be awarded.

9. Examinations

- 9.1. Time off to take examinations, (including travelling time), if held during normal working hours will be granted. You must provide evidence of the date/time/venue of the examination. This is in addition to special leave for study or project/assignments.

10. Part-time and Job-Sharing

- 10.1. If you are part-time or job-sharing you will be awarded special leave on a pro-rata basis but at least one half-day special leave with pay should be given for study for each examination.

11. Timing

- 11.1. Days taken as special leave and time off for study should be selected to cause the minimum possible interference to work in consultation with your line manager. Approval for all forms of leave required from employee's line manager

12. Equipment

- 12.1. 50% of the cost of essential equipment, on provision of evidence from Educational Establishment (for example a signed letter from your course tutor), subject to a maximum of £100 per each academic year will be paid.

13. Computers

- 13.1. Where spare computers are available, the Commission may provide temporary use of basic computer/word processing facilities, or suggest another viable alternative.

14. Examination Results

- 14.1. **First Resit** No study leave entitlement is available. Payment of resit fees plus time off to sit the examination will be allowed.

15. Subsequent Attempts

- 15.1. No assistance is available.

16. Graduation

- 16.1. Up to a maximum of half a day special leave, in addition to five days special leave for study or project/assignments (as detailed in section 5). All costs associated with graduation are your responsibility.

17. Residentials, for example Summer Schools

- 17.1. Assistance will be given for fees (80%) and time off to attend residentials that are a compulsory* course requirement. A maximum of three days per academic year will be approved for this purpose, in addition to special leave for study or project/assignments (as detailed in section 5).
*evidence from Educational Establishments will be required, in other words, a signed letter from course tutor



APPENDIX III

Adult Further Education (AFE) APPLICATION

APPLICATION FOR FINANCIAL ASSISTANCE FOR AN ADULT FURTHER EDUCATION (AFE) COURSE

Please read the Commission’s Learning and Development Policy and Procedures before completing this form. This can be found on the below intranet link:

Applications must be submitted at least 6 weeks prior to the commencement of the course.

All sections of this form must be completed before forwarding to the appropriate line manager.

Applications submitted after closing date will only be considered if funding is still available.

1. FOR HUMAN RESOURCES USE ONLY

| | |
|--------------------------|--|
| Application Received: | |
| Approved / Not Approved: | |
| Cost: | |
| Cost Approved: | |
| Applicant Notified: | |
| Name: | |
| Division: | |

2. PERSONAL DETAILS

| | |
|---|---|
| Name: | Position: |
| Grade: | Department: |
| Date joined CVSNI: | |
| Employment Status: If part-time please state: | Permanent/Temporary Full Time/Part Time/Job-share Total no. of hours worked – Working Pattern (e.g. Mon 9am – 2pm) – |
| Previous Qualifications (if any): | |
| Details of previous financial assistance from CVSNI (if any): | |
| Title of course(s): | |
| Date course(s) completed: | |
| Result(s): | |

3. DETAILS OF INTENDED COURSE

| | |
|---|--|
| Title of course: | |
| Course provider: | |
| Resultant qualification: | |
| Duration of course: | |
| Cost per annum (£): | |
| <p>Have you sourced alternative providers to ascertain value for money YES / NO</p> <p>Details:</p> | |
| <p>Why have you chosen this particular course?:</p> | |
| <p>Does the course:</p> <p>Require day release YES / NO</p> <p>Impact on working hours YES / NO</p> <p>Details:</p> | |

4. RELEVANCE AND BENEFITS OF COURSE

| |
|--|
| Performance in current post: |
| Enable applicant to compete in competitions for other Commission posts (please state post and how enabled): |
| Performance in future post with Commission: |
| Personal Development and Performance: |

| | | | |
|----------------|--|--------------|--|
| Signed: | | Date: | |
|----------------|--|--------------|--|

THIS FORM SHOULD NOW BE FORWARDED TO YOUR DIRECT LINE
MANAGER

5. HEAD OF TEAM ASSESSMENT

TO BE COMPLETED BY LINE MANAGER AND HEAD OF TEAM

5 (i) LINE MANAGER ASSESSMENT

(The line manager must have interviewed the applicant before completing the following section).

Please identify how at least one of the following criteria has been met:

The subject(s) is/are likely to make a contribution to the individual's performance in the course of his/her current post within the Commission:

The subject(s) is/are necessary to enable the officer to compete in competitions for posts within the Commission:

The subject(s) is/are likely to make a contribution to the officer's performance in the course of a future post within the Commission:

The subject(s) will contribute to the personal development of the individual and have an identified relevance to performance:

The individual is already undertaking the course:

5 (ii) LINE MANAGER RECOMMENDATION

I have interviewed the applicant, reviewed the application against the relevant criteria, assessed value for money and alternative options and:

I recommend that he/she be given / not given the financial assistance in respect of the course detailed at section 2.

My reasons are outlined below:

| |
|--|
| |
|--|

| | | | |
|---------|--|-------|--|
| Signed: | | Date: | |
|---------|--|-------|--|

THIS FORM SHOULD NOW BE SENT TO YOUR HEAD OF TEAM

5 (iii) HEAD OF TEAM

I support the Line Managers recommendation.

OR

I do not support the Line Managers recommendation.

OR

I am the relevant applicant's line manager and therefore endorse the recommendation.

I have informed the Line Manager and the applicant of my reasons for not supporting the application. My reasons are outlined below:

| | | | |
|---------|--|-------|--|
| Signed: | | Date: | |
|---------|--|-------|--|

THIS FORM SHOULD NOW BE FORWARDED TO THE HEAD OF CORPORATE SERVICES

6. HEAD OF FINANCE AND CORPORATE AFFAIRS

I approve the application.

OR

I do not approve the application.

I have informed the relevant Head of Team of my decision. My reasons are outlined below:

| |
|--|
| |
|--|

| | | | |
|---------|--|-------|--|
| Signed: | | Date: | |
|---------|--|-------|--|

GUIDANCE ON REFUSAL OF AN APPLICATION OF ASISTANCE AND
GROUNDS FOR APPEAL CAN BE FOUND IN SECTION 6.4 OF THE
LEARNING AND DEVELOPMENT POLICY

THIS FORM SHOULD NOW BE RETURNED TO THE CORPORATE SERVICES
TEAM

TO BE COMPLETED BY CORPORATE SERVICES

| Approved Assistance for current year: | Paid |
|---|---------|
| £ _____ (80%) | £ _____ |
| <p>50% of the cost of essential textbooks up to a maximum of £50 per academic year on provision of evidence of purchase.</p> | £ _____ |
| <p>Travel Expenses (actual or public transport rate of mileage)</p> | £ _____ |
| <p>Other Costs</p> <p>_____</p> <p>_____</p> <p>_____</p> | £ _____ |
| <p><u>Total:</u></p> | £ _____ |

| | |
|---|--|
| <p>Study Leave:</p> <p>Half day per exam during working day up to 1.5 hours</p> <p>Full day per exam during working day greater than 1.5 hours</p> <p>Project Leave:</p> <ul style="list-style-type: none"> • 1 day per 5000 word project (max: 3 project days) <p>Total (max: 5 days)</p> | <p>Taken</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|---|--|

OUTCOME AND EVALUATION

| | |
|----------------|--|
| Course outcome | |
| Evaluation | |
| Other comment | |



APPENDIX IV

CVSNI – Training Request Form

In order to assess the suitability for training, all requests must be made in writing and provide the following information:

| | |
|--|--|
| Name of Applicant | |
| Title of training or study | |
| Dates of the training | |
| Venue of training | |
| Training provider | |
| Cost of training | |
| | |
| What qualification, if any, will be achieved? | |
| How will this training improve your effectiveness at your job and/or the performance of the organisation? | |
| Has this training been identified in your appraisal or raised at previous 1-2-1 supervision meetings? | |
| What other, similar training have you had in the past 6 months? | |

| | |
|---|--|
| <p>If approved, is there cover within your department when you are attending the training?</p> | |
|---|--|

| | |
|--|---|
| <p>Training Approved <input type="checkbox"/></p> | <p>Training Refused <input type="checkbox"/></p> |
|--|---|

Please ensure the next page is completed and signed before any training is booked.

| | Signature | Date |
|------------------------|-----------|------|
| Applicant | | |
| Line Manager | | |
| Budget Holder Approval | | |

REFUSAL:

CVSNI, as an employer can refuse a request in relation to study or training however, if this is the case, an explanation must be provided below stating the reasons for refusal.

It is the responsibility of the line manager to explain to the employee, what the reasons for refusal are and to discuss any alternative options.

| | |
|------------|-------|
| | |
| Signature: | Date: |

Please submit completed application to the Head of Finance and Corporate Affairs for records.



APPENDIX V

Training Course Evaluation Form

CVSNI Training Course Evaluation Form

Delegate Name:

Trainer:

Course Title:

Training Date:

An evaluation is required for all training courses completed by staff of CVSNI. Please answer the following questions as FULLY as possible. Where appropriate, circle a word/number.

1. Did the training meet its objectives / goals? YES / NO
 - a) If YES, how will you be able to use this training in the workplace?
 - b) If NO, please elaborate?
 - c) Is the knowledge gained from this training transferable across CVSNI?
 - d) Would you recommend this training course to other staff within CVSNI?
YES / NO

2. How would you rate the overall quality of the training in terms of:

Content

Poor Excellent

1 2 3 4 5

Presentation

Poor Excellent

1 2 3 4 5

Motivating

Poor Excellent

1 2 3 4 5

3. What were your main aims/outcomes for this training?

4. Which aspect of the training did you find most helpful, and why?

5. What additional information would you have liked to have seen (if any)?

6. Please rate the overall effectiveness of the course in terms of what you have gained, that will add value or improve performance when you return to work.

Poor Excellent

1 2 3 4 5

7. To what extent did the trainer:

a) Show confidence and enthusiasm?

Poor Excellent

1 2 3 4 5

b) Deal positively with questions?

Poor Excellent

1 2 3 4 5

c) Involve everyone in discussion / activity?

Poor Excellent

1 2 3 4 5

d) Check understanding?

Poor Excellent

1 2 3 4 5

8. Any additional comments?

| | |
|---------------------------|--|
| Date Evaluation Received: | |
| Authorised: | |



APPENDIX VI

Training Agreement Template for Further Education

This contract is between _____ (name of employee) and the Commission for Victims and Survivors (CVS).

CVS agrees to contribute financial assistance towards the following course:

Course title: _____

Start date: _____

Expected duration of the course: _____

Training type: Essential / Desirable (delete as appropriate)

CVS will provide funding of £_____ towards the above course, paid directly to your training provider.

Terms and conditions

CVS agrees to provide the above financial assistance, in return we require you to meet the following conditions:

1. I understand that I am responsible for any additional costs relating to the course such as travel and materials.
2. I agree to commit the required time and effort required to complete the above course and meet the responsibilities outlined by the training provider.
3. Should I not complete the above course or be able to meet any of the above conditions, I will inform CVS in writing immediately and understand that I may be required to pay back the amount awarded depending on the classification of training.
4. I understand if I terminate my employment with CVS within six months following the date of the completion of the training, I agree to reimburse CVS for the financial contribution in full.

Signed (employee): _____

Printed name (employee): _____

Date: _____

Signed on behalf of CVS: _____

Printed name: _____

Date: _____