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Staff Training and Development

Metanoia Institute

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Related policies
▪ Probation Policy ▪ Internship Policy ▪ Performance Management
External Reference

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Metanoia Institute Staff Training and Development Policy

1. Policy Statement

The Metanoia Institute is committed to providing appropriate training and development to all staff to enable and facilitate them to achieve their full potential, to continue to raise the standard of our academic and non-academic provision in line with organisational requirements, sector expectations and norms.

It is The Metanoia Institute's (MI) intention to build staff capabilities at all levels through several development programmes within onboarding, performance management development and leadership opportunities, which will align to the delivery of MI strategic priorities. This policy encompasses all staff L&D activity at Metanoia. It aims to ensure that all staff understand their responsibilities for L&D, the funds available and in place to support this activity, alongside the importance of monitoring and evaluating the impact and benefits of the L&D activity at Metanoia. A separate more detailed document will outline the academic dimensions of this intent, ensuring that regulatory, PSRB and sector wide best practice and expectations are covered.

2. Purpose

The purpose of this policy is to outline in broad terms Metanoia's commitment to staff learning and development and to indicate the role that different parties play in the delivery of their learning and development.

3. Scope

This policy covers all Metanoia's staff on a full-time and/or part-time basis after successful completion of their probation period. Only essential training necessary for fulfilling the job criteria will normally be considered during a staff member probationary period.

4. Roles and Responsibilities

Metanoia takes primary responsibility for implementing the Staff Training and Development Policy, by ensuring staff are given the necessary opportunities to undertake appropriate learning and development activities. The roles and responsibilities include the following.

The Metanoia Institute:

- Recognises that many staff are highly skilled and professionally qualified, therefore will have a need for Continuous Professional Development (CPD). Metanoia will assist in supporting those needs.
- Assist with the identification of learning and development needs.
- Design/source learning and development activity to suit staff/organisations needs
- Learning needs will be identified and determined through assessment and review by line managers.
- Ensure that all staff have what they need for each agreed learning activity.
- Encourage maximum engagement, participation and learning from all staff,
- Work with everyone to build action driven evidence-based development plans.
- Review staff evaluations and update learning plan as required.
- Identify organisational wide training needs by collating and evaluating needs from across the organisation.
- Embrace and promote the ethos of a learning organisation for all irrespective of an individual's stage of career.

Line Managers Responsibilities:

- Take responsibility for managing the learning and performance of their team
- Proactively support in the development and delivery of Metanoia's Strategic Plan.
- Ensure all training and development links to achievement of the Vision and Values
- Provide opportunities to develop and learn
- Act as coach/mentor for the business area
- Recommend /authorise staff development opportunities
- Provide on-going coaching/mentoring to line reports and wider staff.

Staff Responsibilities.

- Embrace Metanoia' values by demonstrating ownership of career and willingness to develop and learn within their work for the Institute.
- Transfer new skill, knowledge or behaviour into the workplace in an appropriate way and across defined timescales.
- Share knowledge and skill with others.
- Proactively seek opportunities to upgrade knowledge, skills and behaviours required in and individual's current position/role.

5. Staff Development

MI is committed to supporting all individuals with a wide range of learning methods and styles that include coaching, mentoring, e- and hybrid-based learning, secondments, placements and project work. Traditional solutions such as Induction, Performance Management and Development, Training Courses, Seminars, Workshops and Conferences will also be made available and will be targeted based on need, relevance and our wider strategic priorities.

Metanoia also recognises that many staff are highly skilled and professionally qualified, therefore MI will also support and value Continuous Professional Development (CPD). MI will assist in supporting those needs in the following ways.

6. Post Degree/Qualifications and Programme

Employees are eligible to participate who have been continuously employed at MI as a permanent employee for at least one year before starting the programme of study and are performing satisfactorily in their current job. For those that meet these requirements they will have the opportunity to seek support for this type of programme.

7. Licensure and Continuing Education Courses

Because licensed professionals are critical to MI's continued growth and expertise, MI will provide financial support for such employees to complete the continuing professional development programme as stipulated by the governing body for their professional license. Employees will usually receive:

- time off with pay to attend such courses.
- reimbursement of any reasonable cost related to such courses; and
- reimbursement for the licensure fee itself.

Full costings should be submitted before approval. Note that this is prorated for part-time staff.

8. Approval

Applications for staff development should be made using the CPD Funding Application, which must be discussed and approved by the employee line Manager. This is then submitted to the CPD Funding Panel which meets twice yearly, usually Spring and Autumn. The CPD Funding Panel will review applications and advise of an outcome.

Once approved the employee should contact the training provider to confirm their booking and then complete an expense form to reclaim the cost. As part of this, the employee will need to provide:

- official evidence of satisfactory completion of course (if certification is available);
- a receipt showing payment made; and
- a completed expense form.

9. Financial Support Payback Agreement

MI may make it a condition of attendance for any funded programme or course, that if an employee should leave their employment at MI within a specified time frame, or not attend the funded programme, MI will recover, from the employee, a portion of the fees paid to the

training provider according to the pay back schedule.. This intention will be made clear at the outset of the training and the employee shall be given the opportunity to determine if they wish to proceed with the training under the terms offered. A Learning Agreement must be signed before any course is undertaken.

No recovery will be made without the prior knowledge and agreement of the member of staff, and this provision would not be introduced without the prior knowledge of the employee, nor would it be made retrospectively.

For all courses lasting more than 12 months in duration a separate agreement must be completed for each additional year of the funded course

10. Monitoring and Review

This policy may be amended by Metanoia Institute at any time. Any issues related to the monitoring and review of this policy, or any other issues will be reviewed in line with the performance of the organisation.