



Directors: Ben Fitzgerald and Rosie Frost

## **KINDCODY POLICY - STAFF TRAINING (UK)**

Revised 10 APRIL 2021

### **Policy**

1. KINDCODY supports personal and professional development for all staff employed in the London office in order to:
  - a. Develop key skills and competencies relevant to the professional development of staff members;
  - b. Increase employee engagement with KINDCODY and its work;
  - c. Ensure essential and highly desirable qualifications, skills and competencies are included within the TRING Office workforce;
  - d. Help to support an increase in efficiency of those working within the TRING office.
  
2. KINDCODY will support personal development of London Office staff through the following:
  - a. Provide a Training Allowance up to £550 per annum per full-time staff member towards the cost of training courses, or at a proportional rate for part-time staff based on the number of hours worked compared to full-time employment.

- b. Allow work time to be used in order to complete chosen training which is either part- or fully funded with the Training Allowance.
  - c. Consider any reasonable request for flexible working hours in order to take part in long-term training.
  - d. Ensure current and future person training requests are identified as part of the regular staff appraisal process.
3. KINDCODY will identify and support professional development of London Office staff through the following:
- a. Identify essential and highly desirable qualifications, skills and competencies required by KINDCODY London office to successfully complete its mission and arrange training as appropriate for staff at no cost to the individual or Training Allowance. Funding for such courses will be judged on a case by case basis. If the member of staff ceases employment at KINDCODY before the KINDCODY-funded course is completed, then KINDCODY will require a reimbursement of costs proportionate to progress through the course.
  - b. Ensure current and future training needs are included as part of the regular staff appraisal process and arranged as appropriate and required on an individual basis.

### **Applying for the training allowance**

1. It is up to each individual KINDCODY London staff member to identify suitable training.

2. The identified training must satisfy the following criteria in order to be eligible for the Training Allowance:
  - a. It is relevant to the individual's professional development, has been identified as part of the staff appraisal process and is supported by their line manager;
  - b. It is relevant to the individual's current or future career;
  - c. Participation in the identified training will not result in conflict with those policies outlined in the KINDCODY staff manual or bring KINDCODY ICF into disrepute.
3. To apply for the Training Allowance the individual must complete an KINDCODY Expenditure Request Form and follow all guidance contained within the KINDCODY Expenditure Policy.
4. When completing the Expenditure Request Form it is important to consider the following points:
  - a. If there is not enough space on the Expenditure Request Form to adequately explain the proposed training course, attach a separate sheet to the form.
  - b. The Training Allowance can be used for more than one training course until its full value is reached during a calendar year.
  - c. The Training Allowance is available to cover all expenses incurred during training, including travel, accommodation and subsistence where required.
  - d. Funds are allocated to the Training Allowance on a recurrent annual basis, running from 1<sup>st</sup> January to the 31 December. It is not possible to carry over unspent funds from one year to the next.

- e. If the training costs more than the value of the available Training Allowance, KINDCODY will part-fund training up to the total value of the remaining funds with the remaining balance coming from the individual.
  - f. The Training Allowance will only be provided with prior written authorisation through the procedures outlined in this document.
5. After completing training funded or part-funded by the Training Allowance, the individual must provide a back-brief to other relevant KINDCODY London Office staff members on the content of the training so as to disseminate important information and help improve office performance and knowledge.

### **Entry into Force**

- 6. This policy is effective immediately.

**Chris Frost, Chief Operating Officer**