



**Young Farmers'  
Clubs of Ulster**

## **PAID STAFF TRAINING AND DEVELOPMENT POLICY**

This policy was approved by  
the Board of Directors of  
the Young Farmers' Clubs  
of Ulster

*Date:* 6 September 2018

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## Policy Details

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### **Document Details**

Paid Staff Training and Development Policy

**Young Farmers' Clubs of Ulster**

### **Approval Date**

6 September 2018 Management Board Meeting

### **Accountability**

All employees Young Farmers' Clubs of Ulster

## Section 1

### Introduction to Young Farmers' Clubs of Ulster

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The Young Farmers' Clubs of Ulster (YFCU) was founded in 1929 and is an open, non-political body operating by means of an association of individual clubs throughout Northern Ireland. YFCU is the largest rural youth organisation in Northern Ireland. It provides a support network to young people to the rural community and offers members a range of training opportunities, competitions, travel and exchanges.

#### Vision:

The Young Farmers' Clubs of Ulster's vision is of a robust rural community which recognises and values all young people as key stakeholders.

#### Mission:

Our mission is to encourage individual development. Creativity, initiative and contribution for the benefit of members, the Association, industry and community.

#### Overview of Policy:

YFCU is committed to staff training and development and encourages this within its workforce. YFCU is committed to giving equal opportunities to all staff members to develop their core skills and attend relevant training as and when appropriate.

## **1.0 INTRODUCTION**

1.1 The Management Board of YFCU recognises that staff are its most important and valuable resource. The Management Board of YFCU believes that investment in staff through training and development, increases job satisfaction and improves performance, thus benefiting both the individual and the organisation.

## **2.0 POLICY STATEMENT**

2.1 The Management Board is committed to the training and development of all paid staff throughout the organisation to enable them to: -

- Understand and promote the work of YFCU to achieve its mission, aims and objectives and in accordance with its values;
- Perform the duties of their respective posts in an effective manner; and
- Build on their existing skills and qualifications so that they have the capacity to address new developments and demands in their respective areas of work.
- This policy relates specifically to the paid staff of YFCU, while the Volunteering Policy outlines the training and development opportunities for volunteers of YFCU.

2.2 All paid staff will be treated fairly in respect of access to training and development opportunities irrespective of: –

- gender, marital or family status
- those with caring responsibilities
- religious belief or political opinion
- disability
- age
- race or ethnic origin
- nationality
- sexual orientation.

2.3 YFCU recognises self-help as a gradual process, which leads to empowerment and personal development. All paid staff are encouraged to engage in the process.

2.4 This policy should be read in conjunction with the following policies:

- Equality and Diversity for Staff
- Supervision

### **3.0 IMPLEMENTATION**

3.1 The CEO has specific responsibility for the effective implementation of this policy. All line managers who supervise staff have responsibilities for the implementation of this policy. Individual staff also has a responsibility to identify their training needs and to bring these to the attention of their line manager. YFCU Management Board expects all paid staff to abide by the policy.

In order to implement this policy, YFCU will ensure that:

3.2 All paid staff are made aware of the Staff Training and Development Policy through induction.

3.3 The CEO and appropriate Manager(s) understand and fulfil their responsibilities in accordance with the (Paid) Staff Training and Development Policy and Procedures.

3.4 All paid staff understand the policy and procedures in place to enable them to fulfil their responsibilities. Individual staff have a responsibility to identify their respective training needs and to bring these to the attention of their line manager.

3.5 All requests to undertake training and development courses or opportunities will be considered provided they are relevant to an individual's area of work or have the potential to benefit the organisation. The current financial and staffing resources of the organisation will be taken into account as part of the decision making process. Length of service, absence/sick record and work performance will also be taken into account.

### **4.0 PROCEDURES**

See Appendix 1.

### **5.0 COMMENTS & COMPLAINTS**

5.1 Any member of paid staff who believes that they have been treated unfairly has the right to pursue a grievance through the procedure outlined in the employment contract.

5.2 A breach of the (Paid) Staff Training & Development Policy and Procedures will be regarded as misconduct and may lead to disciplinary action.

5.3 Any other comments or complaints in relation to this policy should, in the first instance, be raised with the CEO, who will carry out an investigation in line with the Complaints Policy.

## 6.0 MONITORING & REVIEW

6.1 This policy will be reviewed on a regular basis to identify areas for improvement and, where appropriate, to make changes.

### NEW PAID STAFF

All new paid staff will undergo induction training within their specific project.

Within six months of taking up employment, all new paid staff will be enrolled on the following core training programme. – xxxxx.

### EXISTING PAID STAFF

The CEO is responsible for the assessment and identification of the training needs of individual paid staff and also for the identification and assessment of training needs of their teams.

Individual paid staff also have a responsibility to identify their own training needs and to bring these to the attention of their line manager.

In order to meet training needs most effectively a range of providers may be considered:

- In-house training i.e. provided by other staff members.
- Further Education Colleges.
- And any other body deemed appropriate to best serve the needs of YFCU.

Paid staff wishing to pursue a course of study must seek approval from their line manager. All requests for training and development courses and opportunities will be considered, provided they are relevant to an individual's area of work, or have the potential to generally benefit the individual and the work of the organisation. For long term and/or full-time courses of study approval must be sought from through the CEO.

- Only staff who have been in post in excess of 12 months will be considered for release to long term and/or full time courses of study.
- Current financial and staffing resources of the organisation will be taken into account as part of the decision making process.

## Notification Requirement

- Short term training events / programmes – Short courses are defined as lasting 1-5 days; medium term courses are defined as lasting over 5 days and up to a college term.

To enable requests to be processed training request forms must be submitted 4 weeks in advance of the start date of training events / programmes.

- Long term training courses – Over 12 weeks, vocational courses 1-2 years; professional management courses 1-3 years.
- Requests for attendance at long term courses will be considered for approval by the Management Board. To facilitate the decision making process, all training request forms must be submitted through the CEO three months prior to the start date of the course. Where approval for attendance is granted, the Management Board will consider (the level of) any contribution to be made to the course fees.
- Should the course extend beyond one year, application for approval for continued attendance must be made on an annual basis. There is no guarantee that approval will be automatic.

In the event of a number of paid staff, applying for a similar course, or in the event of competing demands, the line manager will consider all requests in light of the overall needs of the organisation and the resource implications.

Where approval is granted, the Management Board will consider and decide on any contribution to support the costs. Written approval to undertake a course of study will outline: –

- Any contribution towards the course fee;
- Information relating to time release from normal working duties to attend course;
- Any reimbursement of travelling expenses;
- Any costs allocated for related expenses, ie purchase of essential reading.
- Allocated study time in preparation for examinations. (A maximum of ½ day study leave per examination will be considered.)

Staff are advised not to enrol on any identified course until formal approval, in writing, has been received.

Any member of paid staff, who has been granted financial assistance and fails without good reason to successfully complete a course of study, or who decides without approval to discontinue a course of study, may be required to refund fees paid by the organisation.

Any member of paid staff undertaking a course of 2 years and over will be required to remain in employment with this organisation for a minimum of one year following completion of the course.

Any member of paid staff involved in undertaking training/learning will be required to provide feedback information to other staff through team meetings, or provide specific internal training on being requested to do so.

**Staff and volunteers are required to comply with this (Paid) Staff Training and Development Policy. Failure to do so may result in disciplinary action, which could include dismissal.**

**Please sign and return this page to the Personnel and Admin Manager.**

**Staff/Volunteer Acceptance**

I have read and understood the Equal Opportunities Policy and agree to abide by the requirements laid down:

Signature:

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Date:

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Print Name:

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