

DATE: 31 October 2013	ISSUE NO. B	POLICY NO. HRM014
<b>EMPLOYEE TRAINING AND STUDY POLICY</b>		

*The YMCA of Brisbane is committed to providing opportunities for work related training and development on the basis of equal access needs and merit in order to ensure employees are able to perform their jobs competently and safely. Training and development activities will focus on the YMCA's current and future business needs, individual interests and aspirations, continuous learning and self-development.*

Training activities may include job rotation, job enrichment, multi-skilling, mentoring and coaching, on-the-job experience, in-house training, external training, secondments or projects with other organisations, acting in higher-level positions and individual or team based programs.

Individual training and development needs will be addressed regularly in the normal course of supervision, in consultation with individual employees and through the YMCA's annual Performance and Development Review. Such analysis should highlight areas where additional skills, knowledge and behavioural training are required. Employees are expected to be open and honest in their discussions about their training and development needs. They must also participate actively in whatever training is necessary to carry out their job in a professional and safe manner.

The YMCA may support employees through paid or unpaid study leave or financial assistance to sponsor or reimburse employees for training and study costs.

#### 1. AUTHORISATION AND APPROVAL

Where such training has been authorised beforehand by an authorised manager, permanent employees will be paid at their normal hourly rate during normal working hours. Training not approved by management and/or training held after working hours will normally be at the employee's own expense and employees will normally not be paid whilst absent from the workplace unless otherwise advised by the authorised manager.

Managers will ensure that records are kept on an employee's personnel file of all training or professional development courses attended. Managers must also ensure that employees complete an *Employee Training Evaluation Form (form 190)* for all training completed.

Managers and supervisors have the prime responsibility and are accountable for the training and development of their employees. Managers and supervisors are also responsible for their training budget and the associated costs of sending their employees on training courses, provided they have been authorised. Where possible, grants should be sourced to fund any training costs relevant to the workplace.

#### 2. EXTERNAL COURSES

The YMCA of Brisbane has an ongoing commitment to assist employees to reach their full career potential. The YMCA will endeavour to provide employees with reasonable assistance to undertake professional developmental courses, which are aligned with the employee's current role or potential roles they may undertake in the future. Such assistance will only be given in circumstances where the professional development does not negatively affect any current work commitments and ensures that service level standards are maintained. The course of study must:

- Be approved by the employee's authorised manager prior to commencing study and incurring any financial liability;
- Be relevant to the employee's current role or future career with the YMCA;
- Address performance or behavioural issues that have been identified as needing improvement;
- Have accreditation with a recognised professional body or educational institution;
- Offer a reasonable fee structure relative to the perceived benefit.

Approval for professional development courses will be in accordance with the reporting channels on the organisational chart and budget limitations.

### 3. INTERNAL COURSES

YMCA Brisbane has a strong commitment to developing the skills of their employees and volunteers. Employees and volunteers are encouraged to participate in a range of training and professional development opportunities run by the YMCA.

- Training may include but is not limited to:
- Training delivered in staff meetings;
- Training sessions delivered by qualified YMCA employees;
- Internal courses offered by the YMCA's dedicated training and learning department the YMCA Institute of Education and Training.

Approval for internal training courses, where required, will be in accordance with the reporting channels on the organisational chart.

### 4. FIRST AID AND CPR COURSES

Throughout the YMCA there are a large number of employees who are required to hold a current Senior First Aid and CPR qualification. The YMCA of Brisbane will pay the costs of renewing this qualification provided the employee meets the following criteria:

- The employee must be required to hold a current Senior First Aid or CPR Certificate;
- The employee must work more than 10 hours per week for the YMCA;
- The employee must complete the First Aid training outside of normal working hours;
- The training is undertaken through the Australian YMCA Institute of Education and Training;
- The employee successfully completes the course.

Should an employee's role be updated to reflect that a current Senior First Aid or CPR Certificate is required; the YMCA will meet the full cost of the course, subject to meeting the criteria above.

Approval for first aid and CPR courses will be in accordance with the reporting channels on the organisational chart. In the event that any employee allows a certificate to lapse, then the cost of re-issue is at the employee's own expense.

### 5. STUDY / TRAINING ASSISTANCE

The YMCA of Brisbane encourages employees to improve their work skills, knowledge and personal development by studying at accredited training and tertiary institutions. Any professional development should not negatively affect an employee's current role with the YMCA.

Where permanent employees are completing approved studies that are directly related and immediately applicable for their work at the YMCA, the Chief Executive Officer will consider applications for partial or full reimbursement of compulsory books and related tuition expenses. Reimbursement will be conditional on the satisfactory completion of each subject. Higher Education Contribution Scheme (HECS-HELP) fees will not be paid by the YMCA.

The YMCA will endeavour to provide employees with reasonable assistance to undertake accredited training courses. Employees may apply for paid study leave from the Chief Executive Officer where employees are undertaking studies of direct relevance to their existing job. In addition, the Chief Executive Officer may approve up to one week of leave without pay for employees requiring study leave or attendance at examinations and practical assessments, providing there is no additional cost to the YMCA of Brisbane and service delivery can be maintained.

Any employee wishing to apply for financial assistance for the purposes of study assistance must complete the *Application for Study Assistance Form (form 269)*. Any employee wishing to apply for paid

or unpaid leave for the purposes of study assistance must request such leave through ConnX. Managers will then put forward a recommendation to the Chief Executive Officer. Study leave will be approved, up to a maximum of 4 days per calendar year

## **6. COURSE CANCELLATIONS**

Should an employee fail to attend an enrolled course or withdraws from the course within 7 days of the course date, the employee will be liable for the full cost of the course unless a suitable replacement can be found. Employees wishing to be exempt from paying a cancellation or non-attendance fee should submit their request in writing to human resources.

## **7. TRAINING BOND AGREEMENT**

An employee who participates in a professional development program funded by the YMCA, may be required to commit to a training bond agreement, in which an employee will be obligated to reimburse the YMCA the prorated costs of the training should they decide to leave the Association within a specific period of time. Any training bond agreement will be agreed in writing between the YMCA and the employee prior to the commencement of any training.

Alan Bray

**CHIEF EXECUTIVE OFFICER**