



POST ENTRY TRAINING AND EDUCATION POLICY

Report by Chief Executive

PURPOSE

- 1.1 The purpose of the Report is to seek approval of the revised Post Entry Training and Education Policy and relating Training Agreement.

EXECUTIVE SUMMARY

- 2.1 In line with the Comhairle Learning and Development Strategy and supported through the appraisal process a number of employees benefit from a range of learning and developmental opportunities resulting in the achievement of both profession and technical recognised qualifications.
- 2.2 The employment landscape has changed greatly over recent years. Historically many local authority jobs were seen as “jobs for life” with employees generally staying in post for numerous years, often up to retirement. Presently, there is no set retirement age, and there has been a clear shift in employee work-life balance whereby an increasing number of employees are looking to work part-time or change careers paths on a more regular basis, which is resulting in a more frequent turnover of employees, of all ages, across the organisation.
- 2.3 In terms of the provision of supported learning and developmental opportunities this increases risks related to both loss of essential skills and potential loss of financial investment when upskilling employees. It is therefore prudent to future proof, where practical, the on-going investment in employees by formally require employees to commit to remain in its service, subsequent to completion of training and reserve the right to reclaim the expenditure incurred should an employee leave the Comhairle’s employment earlier than the period stipulated.
- 2.4 The Post Entry Training and Education Policy has therefore been updated, as detailed in appendix 1, to include clear guidance with regard to both continuity of employment and liability for refund of assistance should an employee subsequently leave the Comhairle employment earlier than stipulated following the undertaking of a supported learning and developmental opportunity. Employees will now also be required to sign a formal Training Agreement, as detailed in appendix 2, prior to commencing training.

RECOMMENDATION

- 3.1 **It is recommended that the Comhairle approves the revised Post Entry Training and Education Policy and related Training Agreement.**

Contact Officer: Carmen Macdonald, HR Manager
Appendix: Post Entry Training and Education Policy
Training Agreement

IMPLICATIONS

4.1 The following implications are applicable in terms of the Report.

Resource Implications	Implications/None
Financial	Financial costs are met from within service budgets
Legal	None
Staffing	Supported learning and development opportunities can bring many benefits to employers and employees including the development of competencies, achievement of recognised qualifications and ensuring that future workforce needs are met
Assets and Property	None
Strategic Implications	Implications/None
Risk	Employees leaving the employment of the Comhairle once a supported qualification is achieved
Equalities	None, the Policy applies to all employees equally
Corporate Strategy	Be a sustainable and inclusive Council. 4.1.1 - the Comhairle has achieved a systematic approach to improving organisational effectiveness that aligns strategy, people and processes and the service provided is high quality, continually improving and cost effective.
Environmental Impact	None
Consultation	Senior Management and Trade Union Representatives