



Staff Development and Training Policy

Adopted: January 2024	Approved: January 2024
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HVL Staff Development and Training Policy

Policy Statement: HVL recognises the pivotal role that our staff plays in delivering high-quality services to blind and visually impaired individuals, their families, and carers in Hertfordshire. We are committed to fostering a culture of continuous learning, growth, and professional development among our staff members to ensure they are equipped with the necessary skills, knowledge, and resources to excel in their roles.

Purpose: The purpose of the HVL Staff Development and Training Policy is to establish guidelines for identifying, implementing, and evaluating staff development and training initiatives that contribute to the overall effectiveness of our organisation.

Principles:

- 1. Relevance:** Staff development and training programs will be aligned with HVL's mission, values, and strategic goals, while catering to the unique needs of blind and visually impaired individuals.
- 2. Inclusivity:** Training programs will be designed to accommodate the diverse backgrounds, abilities, and learning preferences of our staff members.
- 3. Continuous learning:** HVL promotes a culture of lifelong learning, encouraging staff members to continually seek opportunities for self-improvement and skill enhancement.
- 4. Professional Growth:** We are committed to fostering an environment where staff members can grow both personally and professionally, enhancing their job satisfaction and effectiveness.
- 5. Evaluation:** The effectiveness of staff development and training initiatives will be evaluated to ensure their impact on individual performance and organisational outcomes.

Process:

1. Training Needs Assessment:

- HVL will conduct regular assessments to identify training needs at both the individual and organisational levels.

2. Training Design and Delivery:

- Training programs will be designed to address identified needs and may include topics such as vision loss awareness, assistive technology, communication skills, and customer service.
- Various formats, including workshops, seminars, e-learning modules, and external courses, will be utilised for training delivery.

3. Accessibility:

- Training materials and delivery methods will be designed to be accessible to staff members with varying degrees of visual impairment.

4. Professional Development Opportunities:

- HVL will encourage staff members to participate in relevant conferences, workshops, and seminars to expand their knowledge and skills.

5. Performance Support:

- Ongoing support and resources will be provided to reinforce the application of new knowledge and skills in the workplace.

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6. Evaluation and Feedback:

- The effectiveness of training initiatives will be assessed through participant feedback, pre- and post-training assessments, and observations of improved performance.

7. Adaptation and Improvement:

- Insights gained from evaluations will inform the refinement and development of future training programs.

Review: The HVL Staff Development and Training Policy will be reviewed bi-annually to ensure its alignment with the evolving needs of our staff and the organisation.

The condition detailed within this document may only be amended following discussion and approval of the Board of Trustees which in turn should be properly minuted.

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