

Cornwall Rural Housing Association Limited

Colleague Learning and Development Policy



1. Policy Statement

- 1.1** As a people business we are committed to encouraging team members to undertake training and development which relates to their work and their professional ambitions in order to enhance individuals' ability to thrive and grow in their roles and to develop skills, knowledge, role performance and organisational service delivery.
- 1.2** To support this, alongside monthly 1:1's an annual review will take place between line manager and direct report where training, self-development and opportunities for growth can be considered.
- 1.3** This Colleague Learning and Development Policy will be supplemented by a Colleague Learning and Development Procedure which will be updated as required.

2. Scope

- 2.1** This policy applies to all team members of CRHA irrespective of their employment status, function, grade or location. In accordance with the organisation's Equality, Diversity and Inclusion Policy, all colleagues are treated equally in the provision of learning and development opportunities and are provided with equal access to that training and development relevant to their needs.
- 2.2** All colleagues will be given adequate health and safety training in accordance with the Association's Health and Safety Policy, including information on emergency procedures, before they start work. The need for health and safety training will be reassessed on a regular basis and in particular when there has been a change in operating procedures. Retraining and/or refresher training will be provided whenever necessary.

3. Responsibilities

- 3.1** Line managers, through the annual review process will:

- Ensure employees have a high level of knowledge and skill to perform their role.
- Encourage employees to develop within their current role.
- Look for potential and find ways for employees to demonstrate potential.
- Recognise and celebrate employee development.
- Create a learning culture by providing opportunities to learn.

- 3.2** As part of the annual review process, colleagues in conjunction with their managers, will be asked to identify their learning needs and requirements for the year ahead.

- 3.3** The Governance and Business Services Manager is responsible for co-ordinating information from annual reviews and for developing a training budget and plan for the Association.

- 3.4** If your role falls within the designated roles of 'Relevant manager' or 'Relevant Service Provider

Approved by the Board at a meeting 4th February 2025

(SP) Manager' then you must undertake the necessary level of training and qualification as required within the Regulator of Social Housing's Competence & Conduct Standard.

4. Resources

4.1 The Association has only limited resources available to meet identified training needs. In order to assess priorities, account is taken of whether an individually identified training need:

- is a mandatory requirement for the role, and/or the Association;
- will help the association fulfil its aims and objectives for the year ahead;
- is in the medium to longer term interests of the association;
- is a personal and professional development need.

4.2 A range of learning and development resources will be utilised including the associations KnowBe4 and Virtual College on line learning platforms and specific tailored short courses.

5. Review

This policy will be reviewed every three years or as required.

**November 2014
Reviewed
November 2016
Reviewed November 2018
Reviewed and refreshed August 2024**

Date Reviewed	Changes to the Policy	Date to be Reviewed	Approved By	Author
January 2025	No changes since the last review	January 2028	Executive	DWB