



## **Irish Colleges Training Centre Staff Training Policy**

### **OBJECTIVES AND SCOPE**

*Employee training will take place to formally provide all Irish Colleges Training Centre employees with the competency to perform their work in compliance with standards for quality and for their career development. Suitable training will be provided to address the training needs identified. Where resources are insufficient to meet the identified needs, these needs will be prioritised in line with the resources. The effectiveness of the entire training programme will be evaluated annually.*

It is the responsibility of the *Operations Administrator* to ensure that the requirements of the Irish Colleges Training Centre training programme are fulfilled.

The *Operations Administrator* is responsible for administering the training programme and maintaining a training records system.

The *Operations Administrator* is responsible for developing and administering the overall knowledge and skills training programme.

Each job description / competency must be reviewed annually – (September)

All Irish Colleges Training Centre employees will be entitled to 3 days Training per annum. (Normally running from September to May). All training requests will be filled out on the Irish Colleges Training Centre Training Application form and submitted to the Operations Administrator for review.

All instructors used by the company, must satisfy the training function that they are suitably qualified to provide the relevant training.

Employee training records will be maintained indicating what training each employee has received, when it was given and by whom.

All training and development packages will have lesson plans developed. For academic courses, the course outline as provided by the college will suffice.

Where applicable various evaluation methods can be used including: written testing of knowledge and on-the-job evaluation of performance to determine effectiveness of training.