

Human Resources Learning and development

Learning and development policy



Contents

[The aim of this policy](#)

[Principles](#)

[Before Applying](#)

[Course Schedule and Application Process](#)

[Access Needs](#)

[Non Attendance](#)

[Informal Learning and
Development](#)

[Equality of Access](#)

[Professional Memberships and External Learning and
Development](#)

[Travel Expenses and Subsistence](#)

[AHCW and SCF Learning and
Development](#)

[Employees leaving ECC](#)

[More information and help](#)

[Associated documents](#)

The aim of this policy

Essex County Council (ECC) is committed to delivering excellent services and we recognise our employees are the key to making this happen. ECC is committed to effectively managing and developing its people in ways which will enable them as individuals and the organisation as a whole to be successful. Ensuring that we have people with the right skills and knowledge working for us either as part of the council, or with us in partner organisations is essential.

This Policy outlines how to access our learning and development opportunities which are available to all ECC employees.

This policy does not apply to external professional training or learning and development opportunities organised and funded by service areas.

Principles

- Every employee has the right to a discussion about their learning and development needs with their manager via the “my performance” process and career development discussions.
- Each employee has a responsibility to contribute to their own development and support the development of their colleagues
- Managers will promote Learning and Development opportunities with their staff and use the “ my performance” process to assess their staff’s development needs and work with them to identify solutions
- Our Learning and Development Policy, processes and activities will support the organisations goals and targets
- All Learning and Development Activities organised or facilitated by Learning and Development are quality assured and evaluated to ensure the organisation receives a high quality and cost effective service that can adapt to the ever changing needs of the organisation
- Our Learning and Development Opportunities are offered to all ECC employees in a fair and equitable manner
- The appropriate use of workplace Learning and Development options is to be encouraged

Learning and Development (L & D) Policy

Policy advice

Before Applying for any Learning and Development Courses

Ensure that a development discussion has taken place between the employee and their manager such as 'my performance' and career discussion, as this will identify either the most appropriate course and/ or informal learning method for any development needs.

More information around career discussion can be found in "Grow my career" website.

Course Schedules and Application Process

Learning and Development Course Schedules and Further Information are accessible via the Working here Intranet site, by telephone on 01245 430506 or by email to:

Mail.LearnAndDev@essexcc.gov.uk

A booking form for scheduled courses can be completed by any applicant but approval is needed by their manager.

On receipt of a booking form, Learning and Development will confirm by email that the applicant has either a place or entry onto a waiting list. If there is any pre course information this may be sent at a later date.

Access Needs

We want to ensure that all delegates get the full experience from their learning; therefore delegates have a responsibility to inform Learning and Development of their specific access requirements in advance,

so that we can make any necessary adjustments. If a delegate elects not to do this then we cannot guarantee that we will be able to meet their specific requirements on the day.

Non Attendance

In order to maximise our resources and ensure courses run with an appropriate number of participants, it is essential that we maximise attendance. Therefore, unless a manager informs L & D ten days before a course that an employee is absent then a charge may be levied in order to cover future additional spaces.

Learning and Development in the workplace

There are other informal options which can take place in the workplace. Managers may wish to explore some of the following with their employees during development discussions:

- Seminars/conferences
- E learning
- Work shadowing
- Project Work
- Personal research
- External qualifications or training
- Coaching
- Action learning
- Secondments
- Planned work experience

Equality of Access

Learning and Development Opportunities are open to all ECC employees as well as external customers irrespective of position, grade, job role, disability and working patterns.

ECC currently monitors access to Learning and Development by race, disability, gender and age in order to ensure our practices are fair.

All Learning and Development Opportunities take into consideration:

- Equality of access and opportunity by advertising our course objectives and ensuring appropriate venues and materials are used
- Equality and diversity through consideration of individual need when organising and delivering training
- An analysis of organisational needs and priorities in order to ensure customer needs are met
- Equal access to personal development through the My Performance process

Professional Memberships and External Learning and Development

If an Employee is required to maintain membership of an external body, purchase any learning material and/or attend an external course as part of their job role, then this to be progressed and funded by their Team or Service Area, no central funding is held. Any Learning Agreements are to be set up and managed within the individual Directorates.

A draft Learning Agreement is attached (see Appendix A) that can be used by individuals for this purpose.

Travel Expenses and Subsistence

Any claims for Travel expenses or subsistence are funded from the attendee's team or service budget. See the Officer Travel and Subsistence Policy

Learning and Development Consultancy

We can also provide a learning and development strategic consultancy service to service areas within ECC. Our key stakeholders include:

- Directorate Leadership Teams
- Divisional Management Teams
- Heads of Service
- Service Managers
- Senior HR Business Partners/HR Business Partners'

We work with HRBP's to help service areas diagnose their development needs and can advise on and design and deliver a range of options and solutions appropriate to meet any business needs.

Leadership Development

Our Leadership Development Team is responsible for:

- providing leading edge leadership development programmes to our top leaders and those demonstrating future leadership potential (Leadership Academy and Emerging Leaders Programme);
- ensuring we identify and develop our future leaders via our Leadership Talent approach;
- ensuring we have sound Succession Plans in place across the organisation to provide a succession of leaders to fill critical and hard to fill roles and therefore guarantee business continuity within these roles;
- delivering our Fast Track Managers Programme by recruiting, developing and supporting an annual cohort of

graduates who will be equipped to take on management roles across ECC.

You can contact the team on:
leadershipdevelopment@essex.gov.uk

SCF/AHCW Learning and Development

These two Directorates also deliver service area specific Learning and Development training and e learning courses. Details are available through their individual Directorate Intranet pages.

Link to SCF: [I-Net > > Learning and Development](#)

Link to AHCW: [I-Net > Adults, Health and Community Wellbeing > Workforce Commissioning > Brokerage Service - ECC course list](#)

E Learning

All Learning and Development E Learning courses can be accessed via the E Learning Zone on the Internet.

Guidance for using the E-learning Zone and our data protection statement can be found in the [Help for new users](#) guide. A link to this guide is available on the front page of the E-learning Zone.

Link to E learning Zone:
<http://www.learningpool.com/essex/>

Employees leaving ECC

Learning and development provision is intended to increase the capability of

employees of ECC. Therefore, where an employee is leaving ECC, any training booked should be cancelled.

For Corporate L&D courses an e-mail providing details of the individual together with the course name and date should be sent to: Mail.LearnAndDev@essexcc.gov.uk

Where the training is external or relates to professional qualifications, this should be covered by the Learning Agreement (see above) and cost recovery should be undertaken locally in line with the agreement.

Information and help

Learning and Development can be contacted by:

Email

<mailto:Mail.LearnAndDev@essexcc.gov.uk>

Phone

Telephone: 01245 – 430506

Post

Essex County Council, Learning and Development, County Hall, E4, Chelmsford Essex CM1 1LX

Associated documents

Learning Agreement Appendix A

Officer Travel and Subsistence Policy

Diversity and Equality in Employment Policy

Secondment Policy

This document is issued by

Essex County Council, Human Resources.

You can contact us in the following ways:

By post:

Advice and Support, Human Resources,
County Hall, Chelmsford Essex CM1 1YS

By telephone:

01245 430 111

By email:

hradviceandsupport@essex.gov.uk

Visit our Working here intranet pages:

<http://intranet/Workinghere>

The information contained in this document can be made available in alternative formats, on request.