

Training and Staff Development Policy

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Introduction:

At interview, all applicants are advised of the requirement to:

- Complete their induction.
- Complete mandatory training.
- Provide evidence of their current training (including certificates).
- The necessity to undertake a suitable Level 3 qualification (as per regulations) (if they do not already hold this) within a specified time.

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1. Induction:

The HND Children's Care Ltd staff induction sets out what new staff should know, understand and be able to do within six months of starting work.

2. Mandatory Training:

Mandatory Training is to be completed by all staff and includes relevant in-house and external training provision as set out by HND Children's Care Ltd.

Qualifying Courses:

To provide the best support for children in care, staff need to be given the opportunity of



training and development in order to be appropriately skilled. All existing care staff should have attained or be working towards a minimum level 3 NVQ / Diploma caring for children & young people or NVQ / Diploma health & social care.

All HND Children's Care Ltd staff are required to hold the level 3 Children & Young Peoples Workforce Diploma which must include mandatory social care units; or they must be working towards the Diploma within 6 months of confirmation of employment.

3. Training Agreements:

All applicants are informed of the requirement to sign HND Children's Care Ltd's General Training Agreement and Specific Training Agreements for courses. Training agreements are in place for all staff who sign up to complete a level 3 or level 5 qualification. Fees to repay due to termination of employment are specific to the time of contract sign up.

FEES – Staff leaving HND Children's Care Ltd within 6 months of Employment start date will have to pay back to HND Children's Care Ltd all training courses attended, these details are discussed during the induction period.

NB: It is implicit within the acceptance of a job offer that these agreements, as applicable to the individual, are understood and agreed.

The training agreement will state the:

- Training to be provided.
- Expected timescale for completion.
- Course fees (where applicable).
- Liability.

The expected timescale for the completion of the Induction and all Mandatory training is 6 months.

HND Children's Care Ltd funded Diploma nominations are subject to the satisfactory completion of the induction, all mandatory training and the probationary period and the expected timescale for completion is 1 year.

In normal circumstances the timescale from appointment to qualification will be no more than 2 years. Failure to qualify within this period without reasonable cause will be considered a breach of contract and may result in employment being terminated.

Staff that elect to take up self-funded Diploma courses in their own time are required to provide details (start date and any mandatory attendance at college) to their line manager and are advised that the timescale from appointment to completion still applies.

Training and professional development is a shared responsibility between employer and employee. HND Children's Care Ltd will ensure that all staff will have a record of training,



and development plan that is regularly reviewed in supervision and updated to ensure all training needs and requirements are met in line with company policy and all current and future legislative requirements.

4. Workforce Development Plan:

Each home must have a suitable workforce development plan in place, each home's manager is responsible for ensuring that this is implemented and that this is adhered to.

END.