

TRAINING COURSES – TERMS & CONDITIONS (DECEMBER 2010)

- 1. Course nominations**
- 2. Allocation of training course places**
- 3. Attendance**
- 4. Non-attendance**

1. COURSE NOMINATIONS

- The member of staff should initially discuss their development needs and course attendance with their Line Manager/Supervisor in order to ensure the appropriateness of the content and level of the programme.
- The member of staff should then complete a Training Nomination Form and arrange for their Line Manager/Supervisor to countersign the form. The Form should then be posted (Room 330, Ley Street House) or emailed the Workforce Development Team on workforcedevelopment@redbridge.gov.uk.

2. ALLOCATION OF TRAINING COURSE PLACES

- Joining Instructions will be sent to successful applicants approximately 2-3 weeks before the course date.
- If the course is full, the Workforce Development Team will notify the applicant and their Line Manager/Supervisor of alternative dates if applicable or arrange for them to be placed on the waiting list.

3. ATTENDANCE

- Delegates are required to attend the full course. Standard times for training courses are Registration at **09:15**, with the Programme commencing promptly at **09:30** with approximately a **16:30** finish.
- All delegates will be required to sign an attendance register when they arrive for their training.
- At the end of each training course, delegates are required to complete an Evaluation Form, which will be provided by the trainer. Managers may also be asked for feedback on the implementation of learning by their staff member after a three-month period.

4. NON-ATTENDANCE

- Staff who are unable to attend the training course are required to contact the Workforce Development Team on 020 8708 5258/85614 or by sending an email to workforcedevelopment@redbridge.gov.uk at their earliest opportunity.
- If staff are unable to attend their training course or programme they are requested to nominate a colleague to replace them.
- When staff are absent from work through sickness, it is the Line Manager/Supervisors responsibility to check whether their staff member is likely to miss a forthcoming course and advise the Workforce Development Team accordingly.