

Children's Services

Time to Train Guidance

We are committed to embedding a learning culture in Children's Services where our workforce is motivated and continuously striving to improve so that we can deliver better outcomes for our children and young people.

As part of this commitment, we have a comprehensive learning and development offer and in addition welcome 'time to train' requests from individuals where they believe the training will enhance their skills and knowledge. [My ROAD Map](#) discussions are encouraged between individuals and managers to explore development aspirations and identify training needs. 'Time to train' requests will be assessed on the benefit to the individual and service, the study time commitment and the paramount importance that we can continue to deliver high-quality services for our children, young people and their families throughout the training.

Dorset Council employees with 26 weeks or more continuous service have the right to request 'time to train' and this includes both accredited and non-accredited training. Employees and managers can access the Dorset Council 'time to train' [guidance](#) from the intranet.

To ensure there is sufficient resource to cover study time and equality of opportunities across the service areas, 'time to train' requests which have a significant study time commitment* will be considered through the process outlined below (which aligns with the Dorset Council 'time to train' guidance);

1. Expressions of interest for opportunities shared through the Workforce development team will be collated by the Workforce Development team and where appropriate feedback and comments will be requested from the individual's line manager.
2. Time to train requests received by managers which meet the significant study time commitment* will be forwarded to the Workforce Development team and will follow this process.
3. The Workforce Development team will convene a panel (when required) with a minimum of 3 members one of which must include a member of CSLT to consider the request(s) adhering to the reasons for approval/refusal detailed in the Dorset Council 'time to train' guidance.
4. The Workforce Development team will advise the individual and manager of the decision of the panel. In the case of a refusal the individual will be informed of the reasons for refusal and the right to appeal.

For approved requests where financial assistance, wholly or partly is provided by Dorset Council a Training Agreement must be agreed and signed by both the individual and their manager. The Training Agreement Form is in the Children's Services Procedures Library.

** 20% or more of an individual's normal working hours*