

# **PRESCRIPTION PRICING AUTHORITY**

## **TRAINING AND DEVELOPMENT**

### **1. PURPOSE OF TRAINING**

- 1.1 The PPA's policy is to provide training for all staff in order that they can perform their individual jobs effectively, and in doing so, ensure that the PPA achieves its objectives.
- 1.2 Training is seen as the means through which new skills can be acquired and existing skills developed, to allow individual members of staff to give maximum contribution for the benefit of the Authority.
- 1.3 The overall aim is to ensure that there is an adequate supply of trained staff to meet the PPA's present and future needs.

### **2. MAIN AREAS**

- 2.1 Coaching in immediate work processes and tasks for inducting new staff into the Authority is the responsibility of the appropriate Head of Division, supported, where applicable, by their Training Officer.
- 2.2 Each Manager has the lead responsibility for the development of their staff for assessing their training and development needs. This is supplemented by periodic analyses of Authority-wide needs by the Corporate Training and Communications Manager.
- 2.3 The PPA encourages the training of those employees newly promoted, and the development of personnel who show potential to prepare them for future promotion and responsibilities.
- 2.4 Training is used to facilitate change by broadening the outlook of individuals and by providing what is necessary to enable them to manage changed job circumstances, whether these be organisational, social, technical or legislative in nature.

### **3. THE TRAINING BUDGET**

- 3.1 Control of the training budget is the responsibility of the Director of Human Resources and all requests for training should be directed to the Corporate Training and Communications Manager on the attached form 'Authority for Expenditure'.
- 3.2 It is recognised that training requests usually reflect needs and they will therefore be treated sympathetically.
- 3.3 The training resources are dependent on several factors including budgetary constraints and the training priorities necessary to realise the Authority's objectives. Consequently there may be occasions when

a training request is postponed or refused in favour of other initiatives. In these circumstances, the Director of Human Resources is the final arbiter.

- 3.4 In order to assist with the budget management all requests should be made at least one month in advance of the course taking place.

#### **4. TRAINING SUPPORT**

- 4.1 The Corporate Training and Communications Manager is available for advice, assistance and support to managers to enable them to fulfil their responsibility regarding the training and development of staff.

- 4.2 In addition, advice and practical help on matters relating to training and development is readily available from the Human Resources Department.

#### **5. EQUAL OPPORTUNITIES**

- 5.1 There are no exclusions to the types of training the PPA is prepared to offer to assist in the achievement of its objectives. No individual will be denied training on the grounds of age, sex, colour, grade or any other criteria which could be deemed as discriminatory or divisive.

#### **6. WHITLEY**

- 6.1 This statement does not override Whitley Council Regulations.