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1 Scope

This policy describes how we intend to train and develop our staff, both to further their own achievement and to support service delivery. It aims to cover all postholders within the Berkshire Record Office (BRO), at all stages of their career.

Training and development includes formal training courses, conferences, coaching, mentoring and reflective, self-directed learning.

2 Governing standards

Training and development will be available to all members of staff, without discrimination.

Berkshire Record Office will meet its obligations regarding service provision under the following general statutes:

- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995
- Equality Acts 2006 and 2010

3 Aims

- To provide equal opportunities and access for all to training and development opportunities
- To ensure that all staff are given the skills they need to undertake the tasks allocated to them
- To ensure that all staff are given the skills they need to provide a high quality service to their customers
- To empower staff to develop in their roles, allowing them to aspire to a continuous improvement in their own performance
- To evaluate training and development and ensure that the best possible use is made of the resources allocated to it.

4 Identifying training and development needs

4.1 Core competencies and service-specific competencies are identified at or before recruitment stage.

Core competencies are those generic to any post within BRO, and have been identified corporately by Reading Borough Council. They are related to: **communication and advocacy**, personal organisation, **analysis and decision-making**, adaptability and **innovation**. Health and safety is also identified as a responsibility common to all posts.

Service-specific competencies are identified in the person specification which is part of each post's job description.

Training and development needs for these competencies will be identified as part of BRO induction, during 1:1s and through annual appraisals. It is expected that this identification will be through a 'top-down' approach.

4.2 Personal competencies will usually be identified after recruitment is complete, though they may also be identified as part of the person specification (for example, professional archive or conservation qualifications).

Training and development needs for these competencies will be identified as part of BRO business planning, during 1:1s and through annual appraisals. It is expected that this identification will be either through a 'top-down' or a 'bottom-up' approach.

5 Identifying training and development opportunities

5.1 BRO will make use of formal training courses, run corporately or by external organisations, as resources allow. Staff will have access to these if they meet either a personal, task-related or organisational need, and opportunities will be identified through BRO business planning, during 1:1s or through annual appraisals.

5.2 Opportunities for transferring knowledge, hands-on experience, and reflection on tasks completed will be identified during 1:1s or through annual appraisals.

6 Induction

6.1 Each post will have a BRO induction programme created for it at recruitment stage. This induction programme will include reference to all core and service-specific competencies identified in the person specification, as well as any personal competencies that are also within the specification. **It will also incorporate any training required for new starters which have been identified corporately by Reading Borough Council.**

6.2 The induction programme will be tailored to both the needs of the post and the resources available for training and development. It is expected that the induction programme will be followed over a number of weeks, and that adequate time will be provided to develop core and service-specific competencies.

6.3 It will be the responsibility of the County Archivist to ensure that an induction programme is created for each post, and it will be the responsibility of a postholder's line manager to ensure that the programme is completed.

6.4 A postholder's progress along the induction programme will be monitored as part of the regular probationary reviews. If a postholder is not a new entrant to local government, monitoring will be through regular 1:1s.

7 Continuing development

7.1 Professional members of staff are expected to follow the Continuing Professional Development guidelines of their professional association. This includes the specific programmes of registration for archivists under the Archives and Records Association (the ARA) or the accreditation scheme for conservators available through the ARA or the Institute of Conservation (ICON), as well as good practice guidance for senior professionals.

BRO actively supports these schemes and will prioritise resources for them.

7.2 All staff are entitled both to receive and to suggest activities for continuing development. Generally, continuing development needs will be met if they meet either a personal, task-related or organisational need. In the event that identified needs exceed resources available, they will be prioritised if they meet more than one of these criteria.

7.3 It will be the responsibility of line managers to plan continuing development opportunities for their staff. The County Archivist will ensure that agreed activities are incorporated into the business plan.

7.4 Before a continuing development activity, line managers should meet with their staff both to brief them about the activity, and to set objectives for it.

8 Monitoring and evaluation

8.1 Monitoring of individual postholders' training and development will take place at 1:1s and through the annual appraisal process.

8.2 Monitoring of BRO's training and development against this policy will take place through the business planning process.