



Yenaa Housing

Training & Development policy 2024



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Policy Checklist	
Date of Implementation	Feb 24
Date of Last Review	Feb 26
Date of Next Review	Feb 28

1. Policy Statement

Yenaa Housing is committed to providing high-quality, person-centred supported accommodation. We recognise that well-trained and developed staff are essential to achieving this and to upholding the rights outlined in the Charter of Rights. This policy outlines our commitment to providing comprehensive training and development opportunities for all staff members.

2. Policy Objectives

- * To ensure all staff have the skills and knowledge required to perform their roles effectively and safely.
- * To promote continuous professional development and learning amongst staff.
- * To enhance the quality of support provided to residents.
- * To maintain compliance with relevant legislation and best practice guidelines.
- * To support staff wellbeing and job satisfaction.

3. Scope

This policy applies to all employees, working for Yenaa Housing.

4. Training Needs Assessment

- * Training needs will be identified through a variety of methods, including:
 - * Induction processes
 - * Regular supervision and appraisal meetings
 - * Performance reviews
 - * Resident feedback
 - * Changes in legislation or best practice
 - * Risk assessments
 - * Learning from incidents and complaints.

5. Training Provision

- * Yenaa Housing will provide a range of training opportunities, including:
 Induction Training: All new staff will receive a comprehensive induction covering Yenaa Housing's policies and procedures, the Charter of Rights, safeguarding, health and safety, and their specific role requirements.

Mandatory Training: All staff will be required to undertake mandatory training in areas such as:

- * Safeguarding vulnerable adults
- * First Aid
- * Fire Safety
- * Health and Safety
- * Equality, Diversity and Inclusion
- * Data Protection (GDPR)

Role-Specific Training: Training tailored to the specific requirements of each role, such as:

- * Mental health awareness
- * Substance misuse awareness
- * De-escalation techniques
- * Housing management
- * Benefits advice

Professional Development: Opportunities for staff to enhance their skills and knowledge through:

- * External courses and qualifications
- * Conferences and seminars
- * Mentoring and coaching
- * Internal workshops and training sessions
- * E-learning resources.
- * Training will be delivered by qualified and experienced trainers.
- * Records of all training undertaken by staff will be maintained.

6. Responsibilities

Sean Gilligan (Responsible Person): Overall responsibility for ensuring the implementation and effectiveness of this policy.

Managers/Supervisors: Identifying training needs of their team members, ensuring attendance at mandatory training, and supporting professional development.

Staff Members: Taking responsibility for their own learning and development, attending required training, and applying their learning to their work.

7. Monitoring and Evaluation

- * The effectiveness of training will be monitored through:
 - * Feedback from staff and residents
 - * Observation of practice
 - * Performance reviews
 - * Audits of records
 - * Analysis of incidents and complaints.
- * The training plan will be reviewed and updated regularly to ensure it meets the changing needs of the organisation and its staff.