



Scouts

**30th Warrington West
(Penketh Methodist)**

Training Policy

Ref number:	30THWWGP15	Revision number:	001	Prepared by:	Ian Gornall, Group Scout Leader
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Training Policy

1 Policy Purpose

This document records the 30th Warrington West (Penketh Methodist) Scout Group's **Training Policy**. It is used to set expectations for volunteers and managers.

2 Details

2.1 The Scout Association Training Requirements

The Scout Association (TSA) has detailed mandatory training requirements for all adults working in its organisations. These are specific to the individual's role(s) and can be found in TSA's Compass system in the Personal Learning Plan (PLP).

All members are expected to monitor their own PLP, ensuring deadlines are met and renewals take place before the expiry date. If there is any uncertainty about the PLP, or how to complete the requirements, the individual is responsible for raising it with their line manager and carrying out identified actions.

2.2 Optional Training

The Group acknowledges its role in developing the skills of its volunteers beyond the mandatory training requirements. This helps the Group become self-sufficient in its delivery of activities and allows the individual to follow personal interests.

Optional training will be discussed during regular reviews with the Line Manager or as identified between reviews. It will only be considered for individuals who:

- have completed their *Getting Started* training modules.
- have Mandatory On-going Learning not expiring in the three months of training commencement.
- in the opinion of their Line Manager, has made adequate progress made towards the completion of their PLP.
- have completed any pre-requisite training.
- have not already received funding for the proposed course or its equivalent.
- have not already received funding for optional training in the current financial year.

2.3 Reimbursement of Training Expenses

The Group will reimburse training expenses for the individual with the following conditions:

1. Funds are available in the Group's annual budget for optional training. (TSA mandatory training is exempt from this condition.)
2. The cost of training is competitively priced and unnecessary expense is avoided.

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3. The Line Manager has signed off the expenditure in advance of the training taking place.
4. Should the cost appear to be excessive, the Line Manager has the right to ask for alternative options or refuse the request.
5. If the proposed acquired skill will not be used within the Group's sections, it will be deemed inappropriate for funding by the Group.
6. The individual will agree with the Line Manager a number of hours service they will provide back to the Group in which those skills will be used and within a defined period not exceeding two years. As a guideline, this is likely to be on a ratio of one hour training to one hour service, although the cost of the course may influence the quantity either way.
7. Whenever possible, the Group will pay the provider directly on presentation of an invoice. In other cases, individuals may recover the costs through an expenses claim.
8. When the training is for the GSL or Chairperson, the Line Manager's role in this process will be taken by the other party or in their absence the Group Treasurer.

This document was adopted by the 30th Warrington West (Penketh Methodist) Scout Group's Executive Committee.

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