

KENT SHARED LIVES

Policies & Procedures

Page 1 of 2

(34) Training & Development Strategy

It is the policy of Kent Shared Lives to ensure that Shared Lives hosts and staff working within Shared Lives have access to regular learning opportunities as part of ensuring that they work to the high standards expected in Shared Lives.

Shared Lives believes that the quality of service delivered by both Shared Lives hosts and staff will be enhanced by their having opportunities to continually develop and enhance their knowledge, understanding and skills.

Shared Lives will establish a culture of continuous improvement. It will do this through the establishment and continuing use of a training and development process. This process should recognise the stages of learning need analysis, planning, learning, and evaluation as described in the Investors in People framework. It will include access to training and assessment of learning.

Shared Lives asserts the importance of lifelong learning and the link between continuous development and quality of service.

Shared Lives acknowledges, and promotes, the shared responsibility between Shared Lives and the Shared Lives host/staff member for that person's continuing development.

Procedure

- 1 Shared Lives will undertake a regular analysis of the development needs of hosts and staff.
 - 1.1 The findings of these analyses will form the basis of both a plan for the individual host or staff member and a wider Shared Lives training and development plan.
 - 1.2 The analysis and the training and development plans will take account of guidance provided by SCIE and of requirements linked to the Care Act and to the HCPC.
- 2 Additionally, where hosts and/or staff work with individuals the development needs and plans will take account of the care and support of equivalent for type of people the host or staff support.
- 3 Learning objectives will be agreed with the Shared Lives host/staff member and recorded in the relevant record or action plan.
- 4 Shared Lives will ensure that all training and learning opportunities are linked to the appropriate external standards relevant to Shared Lives and are delivered in line with SCIE.
- 5 Shared Lives will ensure that the training and learning offered to hosts and staff will enable them to build upon existing levels of knowledge

KENT SHARED LIVES

Policies & Procedures

Page 2 of 2

and/or competency and that these increases in knowledge and competency are assessed and recorded.

- 6 Shared Lives will ensure that, where applicable, hosts and staff have the opportunity to have their learning and competence assessed in order to gain relevant nationally recognised qualifications.
- 7 Shared Lives will regularly undertake an evaluation of the external training and assessment provided to hosts and staff members. This evaluation should establish that the training is valid, current and sufficient for the stated purpose.
- 8 Shared Lives will ensure that any training and learning that is provided internally addresses the relevant national standards and the national context of Shared Lives and does not concentrate solely on any local issues.
- 9 Shared Lives and the host or staff member are jointly responsible for ensuring that the personal training and development record is an accurate reflection of that person's knowledge or competence.