

Door in the Wall Arts Access CIC

Training Policy

1. Policy Statement

At Door in the Wall Arts Access CIC, we are committed to fostering continuous learning and development for all employees and freelancers. We aim to ensure that everyone working with us has access to relevant training and development opportunities to support their roles, personal growth, and professional progression.

2. Objectives

- To provide employees and freelancers with opportunities to develop skills and knowledge essential to their roles.
- To enhance overall performance and job satisfaction by encouraging professional growth.
- To maintain a fair and equitable approach to training

3. Scope

This policy applies to all employees and freelancers working with Door in the Wall Arts Access CIC. It covers both internal and external training, including sector-specific development, compliance training, and workshops relevant to the arts and disability sectors.

4. Training and Development Opportunities

- **Induction Training:** New employees and freelancers will receive an induction that covers the CIC's mission, values, policies, and role-specific responsibilities.
- **On-the-Job Training:** Continuous learning opportunities provided internally, including mentorship, skills development, and role-specific training.
- **External Training:** Where necessary, we will enroll employees and freelancers in external workshops, courses, or conferences to expand their expertise.
- **Development Pathways:** All roles will include opportunities for growth, allowing employees and freelancers to develop their skills and responsibilities.
- **Equality, Diversity and Inclusion Training:** Employees, directors and freelancers will be encouraged to undertake appropriate training to support an inclusive workplace and reduce the risk of discrimination, bullying and harassment.
- **Mandatory Training:** Where required, employees and freelancers may be asked to complete training relating to safeguarding, equality, diversity, inclusion, anti-harassment, health and safety, data protection, or other compliance requirements relevant to their role.

5. Training Requests

Employees are encouraged to request training that supports their roles and career development. Requests should be submitted to the management team and will be considered based on relevance and available budget.

6. Training Compensation

In line with our Fair Work Policy, Door in the Wall Arts Access CIC will:

- Compensate freelancers for both the cost of training and their time spent completing it when we have requested they undertake the training for use in their work with us.
- Ensure employees receive time for training within their contracted hours.

We believe training is a valuable investment in our team's development and will ensure fair compensation for all training activities.

7. Training Needs Assessment

Training needs will be assessed annually during employee performance reviews. Freelancers may also discuss their training needs as part of project debriefs or ongoing work relationships.

8. Record Keeping

A record of all completed training will be kept for each employee and freelancer. This includes details of the training provider, dates, and outcomes. Employees and freelancers are encouraged to share their learnings with the team where relevant.

9. Review of Policy

This Training Policy will be reviewed annually to ensure it remains relevant and effective in meeting the needs of Door in the Wall Arts Access CIC and its employees and freelancers.

This policy will be communicated to all employees to ensure its understanding and adherence.