



QAP	7.3.1
ISSUE DATE	June 2006
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SHEET	1 of 1
Nº OF FORMS	1

Quality Assurance Policies & Procedures

TRAINING NEEDS ASSESSMENT AND PROVISION OF TRAINING

1 Overview

Each year a training needs assessment is carried out to identify any areas for development and to support individual professional development in ways that benefit and enhance the quality of the service provided by the corporation.

- 1.1 In June of each year the Clerk to the Governors will send a Training Needs Assessment (TNA) Form to each board member for completion and return (see QAP 7.3.1 Form 1).
- 1.2 The member will complete the form and return to the Clerk to the Governors within 15 working days.
- 1.3 The Clerk to the Governors will, in conjunction with the Principal, draw up an outline training programme for the coming academic year to provide for the level of training required as indicated by individual board members.
- 1.4 The Clerk to the Governors will make board members aware of external training that may be of interest.
- 1.5 Training will be a standing item on each board agenda.
- 1.6 The Clerk to the Governors will monitor training made available to board members during the year compared with the completed Training Needs Assessment Form.
- 1.7 The Clerk to the Governors will maintain an annual record of training undertaken by board members which will include any external training declared on members' individual Self Appraisal Annual Review Form (see QAP 7.3.2 form 1).