DLO THIMBLE MILL LANE : TRAINING & DEVELOPMENT PLAN – YEAR 2008/09

Business Link / reason for Training	Activity	Training / Development Required	Numbers Requiring Training	Priority	Method of Training	Estimated Cost of Training	Provisional Training Dates	Training Provider or Contact	Success Indicator / Comments
1.0 CORPORATE & LEGISLATIVE									
1.1 Health & Safety									
Health & Safety legislation and BCC safety policies	Health & Safety non-job specific **Management Safety Module 1**	Statutory workplace duties, risk assessments & Health & Safety Legislation and policy	26	2	In-house course to take place at TML Depot	Nil – Departmental Funding	**Aug – Oct 08**	In House Safety Team	a) To meet legal requirement and be judged as competent persons. b) Reduce the number of workplace accidents and/or near misses
Health & Safety legislation and BCC safety policies	Health & Safety non-job specific **Management Safety Module 2**	Statutory workplace duties, risk assessments & Health & Safety Legislation and policy	23	3	In-house course to take place at TML Depot	Nil – Departmental Funding	**Aug – Oct 08**	In House Safety Team	a) To meet legal requirement and be judged as competent persons. b) Reduce the number of workplace accidents and/or near misses
1.2 Social Model of Disability									
Local Government Policy	Implementation of disability policies	Training to keep officers abreast of current legislation	21	2	Reading / information	TML – funding minimal	On-going	Policy Documents	To meet the requirements and ensure service provision in line with policy
1.3 Risk Assessment									
Local Government Policy	Implementation of Risk assessment policies		4	2	In-house training	Nil	To Be Advised	In-house Safety Team	To meet the requirements And ensure service provision in line with policy

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1.4 First Aid Qualification									
Health & Safety Legislation And BCC Safety Policies		Refresher Training to enable delegates to carry out First Aid	1	1	External Consultant	£165	**July o8**	St Johns Ambulance	a) successful completion of course b) implementation of skills learnt
1.5 Personnel Policies									
	Implementation of personnel policies	Training to keep abreast of personnel policies	2	2	Corporate Training	Nil – Departmental Funding	**To Be Advised**	External Consultant	a) Ability to apply corporate policies to a consistent standard. b) Demonstrate a level of understanding sufficient to implement changes in personnel policies
1.6 Recruitment & Selection									
Local Governme nt Policy	Implementation of Recruitment & Selection policies	Training to enable delegates to make a meaningful contribution to recruitment & selection procedures/trainin g	1	3	Corporate Training	Nil – Departmental Funding	**To Be Advisesd**	In-house	a) Ability to apply recruitment & selection policies to a consistent standard b) Demonstrate a level of understanding sufficient to implement changes in recruitment & selection policies

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2.0 GENERAL DEVELOPMENT – To ensure all staff have appropriate technical skills and knowledge									
2.1 Employment Law Update									
Ensure suitably trained expertise in place	Development Training	Refresher training to keep abreast of new legislation	1	2	External training	£110.00 per delegate	Oct 08	External Consultant	a) successful completion of course a) implementation of skills/knowledge learnt
2.2 Information Technology Skills									
	ECDL	To build knowledge of information technology	7	2	External training	To Be advised	On Going over a period of time	On Line Learning	a) successful completion of course implementation of skills/knowledge learnt
2.3 Office Skills									
	Report Writing	Enable the production of clear and concise reports	1	3	External Training	£110 per delegate	To Be Advised		a) successful completion of course and the implementation of skills/knowledge learnt
2.4 Planning & Managing Budgets									
	CIMA		2	2	External training	*PETS*	On Going	External Consultant	a) successful completion of course and the implementation of skills learnt.

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2.6 Stores Management									
	NVQ Level 1		2	2	External Consultant	PETS	Ongoing	External Consultant	Successful completion of course and implementation of skills/knowledge learnt
2.7 Manual Workforce (Good Housekeeping)									
	Manual Handling	Refresher Training	All Workforce	2	External Provider	To Be Advised	Ongoing	Depot Training Co-ordinator	To meet legal requirements and to reduce workplace accidents
	Abrasive Wheels	Refresher Training	All Workforce	2	External Provider	To Be Advised	Ongoing	Depot Training Co-ordinator	To meet legal requirements
	Chapter Eight	Refresher Training	All Workforce	2	External Provider	To Be Advised	Ongoing	Depot Training Co-ordinator	To meet legal requirements
	Cable Avoidance	Refresher Training	All Workforce	2	External Provider	To Be Advised	Ongoing	Depot Training Co-ordinator	To meet legal requirements and to reduce accidents
	HEMRO	Use of Computer Technology	All Workforce	2	In House	Nil	Ongoing	Depot Manageme nt Team	
	Hi Ab Training	Refresher Training	All Workforce	2	External Provider	To Be Advised	Ongoing	Depot Training Co-ordinator	To Reduce workplace accidents
	L 90 loading shovel	Refresher Training	All Workforce	3	External Provider	To Be Advised	Ongoing	Depot manager	