



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
 District Council

# LEARNING & DEVELOPMENT POLICY

<b>Document Control</b>			
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<b>Version</b>	v1.1		
<b>Consultation</b>	Senior Management Team	Yes	
	Trade Unions	Yes	
<b>Equality Screened by</b>	Yes/No	<b>Date</b>	
<b>Equality Impact Assessment</b>	No	<b>Date</b>	
<b>Rural Needs Assessment</b>	Yes or No or N/A		
<b>Approved By</b>	Policy & Resources Committee	<b>Date</b>	
<b>Adopted By</b>	Council	<b>Date</b>	
<b>Review Date</b>		<b>By Whom</b>	
<b>Circulation</b>	Mid Ulster DC staff		
<b>Document Linkages -</b>	Probation Policy Induction Procedures Conference & Seminar Attendance Policy Personal Contribution & Support Process Equal Opportunities Policy Travel & Subsistence Policy		

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## **1.0 INTRODUCTION**

The main purpose of the Learning & Development Policy is to enhance the skills, knowledge and attitudes of staff in order to improve the efficiency and effectiveness of employees and Mid Ulster District Council as a corporate organisation.

## **2.0 CONTEXT**

This policy covers vocational, academic and professional courses, training courses, training to assist in professional/career development, workshops, seminars and conferences which lead to the development of the employee concerned for the mutual benefit of the employee and Mid Ulster District Council.

This policy provides staff with: -

- (a) Procedures to follow on how to avail of learning and development opportunities
- (b) Information on support given by Council
- (c) Types of learning and development opportunities available to employees

Whilst responsibility for the implementation and co-ordination of this policy rests with staff within Organisational Development, primary responsibility for staff learning and development rests with Line Managers, Heads of Service, Assistant Directors and Directors who should encourage personal development of their staff in line with core competences of the posts under their responsibility.

## **3.0. AIMS & OBJECTIVES**

The aim of this policy is to:- ensure all employees are equipped with the necessary skills, knowledge and behaviour required to undertake their job competently thereby maintaining and strengthening the professionalism and effectiveness of Mid Ulster District Council.

Building on this overarching aim, this policy has been developed to achieve a number of key objectives. To:-

- Develop a culture of continued learning and development amongst employees to support innovation.
- Attract staff to Mid Ulster District Council and retain staff
- Increase commitment, understanding and ownership of self-development
- Encourage utilisation of a varied range of development methods particularly those which encourage more on-the-job/work based activities.
- Inform employees of the criteria, procedures and types of applicable training courses open to them.
- Ensure opportunities are communicated to all eligible employees regardless of the following protected equality grounds:- gender reassignment, racial group, religious or

philosophical belief, age, sex, disability, political opinion, marital or civil partnership status, sexual orientation, pregnancy or maternity

#### **4. SCOPE OF POLICY**

Mid Ulster District Council recognises that the provision of equal learning and development opportunities in the workplace is not only good management practice, it also makes sound business sense. The Council's learning and development policy will help all employees who work regular hours to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency and effectiveness of the organisation.

#### **5.0 GENERAL PRINCIPLES**

##### **5.1 Types of Training**

For the purposes of this policy there are four types of training which employees may avail of:-

- Type A** Vocational, Academic & Professional leading to recognised qualifications
- Type B** Training specific to job performance
- Type C** Training to assist career development/change
- Type D** Workshops/Seminars/Conferences

##### **5.2 Eligibility**

All members of staff who are employed to work regular hours are eligible to apply to receive support to any training which can be categorised as Type A-D above.

Employees may seek to undertake a course of part-time study provided they have completed their 6 month probationary period, or at the discretion of the relevant Director/Assistant Director/Head of Service should the period of service be less. For the purposes of this policy part-time study includes day release, evening classes, correspondence courses, Open University courses and 'E' learning courses.

Those who do not work regular hours (casual employees) are not eligible to seek assistance to undertake a course of study. They must however undertake specific training to permit them to perform their duties as specified in their contract, or as identified by the relevant Director/Assistant Director/Head of Service.

New employees currently enrolled on a course of study may be eligible to receive support from Council should the relevant Director/ Assistant Director/Head of Service deem it commensurate to job performance and relevant to the post being taken up. In this case the 6 month probationary rule will not apply. In some instances it may be a condition of the job that a course of study is pursued and approval may be given by the Senior Management Team.

No employee will be permitted to receive assistance from Council to undertake more than one course of part-time study at a time. Employees must complete one course of study before commencing another.

### **5.3 Procedure for making request & support given – Type A Training**

All employees deemed eligible to apply to undertake part-time study must make a written application to their Director/Assistant Director/Head of Service using the LD 1 form set out in Appendix 1: “Application to Undertake & Receive Support for Type A Training” Part-time study to include day release, evening classes, correspondence courses, Open University and distance learning courses is governed by the following guidelines: (A) Selection Criteria and (B) Support Given.

#### **A) Selection Criteria**

The relevant Director/Assistant Director/Head of Service will take the following selection criteria into account when determining on whether or not to grant a request:

- (i) There is a legislative requirement – this will take priority over other selection criteria.
- (ii) Course/ training is relevant to employee’s current role and career prospects. Support will be given on the basis of the likelihood that the employee will successfully complete the course.
- (iii) Benefit to job undertaken by employee and Council is clearly demonstrated.
- (iv) Financial resources are available from departmental/ Council training budget in year sought to undertake course/ training.
- (v) Time required to be absent from normal place of business does not adversely impact upon service delivery.
- (vi) The number and type of courses/ training previously undertaken by employee.
- (vii) Whether or not the employee is currently undertaking a course of part-time study.
- (viii) Employee has demonstrated value for money in undertaking course/ training.
- (ix) Competing demands for resources within Departmental/ Council training budget from other employees.

The relevant Director/ Head of Service will take account of the above selection criteria when considering requests for “Application to Undertake & Receive Support for Training”.

Directors will forward requests on LD 1 form to the Corporate Learning & Development Manager who will forward to Executive Officer to Chief Executive for tabling at the meeting of the Senior Management Team. The Executive Officer to the Chief Executive will inform the Corporate Learning & Development Manager of the outcome of decisions at the Senior Management Team meeting. The Corporate Learning & Development Manager will liaise with

Directors and process approvals or take note of applications which have been declined as part of monitoring process.

## **B) Support Given**

Financial Support in the form of reimbursement of expenses will be given to an employee where their application to undertake and receive support for a course/ training has been granted. Financial support will include:

- Payment of full salary
- Course fees at 100%
- Registration fees at 100%
- Exemption fees at 100%
- Examination fees at 100%
- Cost of study texts, books and equipment at 75% up to a maximum of £100 per course of study. Students are encouraged to avail of library resources.
- Travelling expenses paid at the Public Transport Rate as adopted by Council.
- Other expenditure incurred by the employee may be approved by the Director/Assistant Director/Head of Service as a result of their attendance at a course/ training.

It is the responsibility of the employee to produce receipts as proof of payment to enable the reimbursement of expenses.

Study & Examination Leave will be extended to an employee where their application to undertake and receive support for training has been granted. Eligible leave will include the following:

Day Release shall be given on a whole or part day basis for employees to attend an approved course/ training. Whilst exact times and days will be agreed through discussion with the relevant Director/Assistant Director/Head of Service leave should not be greater than one day per week throughout the period of the course/ training. Instances may arise when work must take priority over attendance on an approved course/ training. Where classes extend or take place in the evening, time off in lieu or overtime payments will not be given.

Examination Leave shall be given as one half day for each examination being undertaken.

Study Leave shall be given as one full day for each examination being undertaken up to a maximum of 5 in any 12 month period.

Special Leave may be granted for attendance at residentials and/ or study visits where this constitutes a course requirement. The employee should request special leave from the relevant Director/Assistant Director/Head of Service as soon as it is known it will be required detailing the specific times and dates.

All support given as detailed above should be read in conjunction with the next section, Conditions of Assistance & Support Given, as provision of any support granted by Council will be on the basis of these conditions.

### **C) Conditions of Assistance & Support Given**

The granting of permission to embark upon a course and subsequent assistance and support will be kept under review by the relevant Director/ Head of Service. Particular reference will be given to the following:-

1. Where an employee, without good reason, fails to sit an examination within a reasonable period or fails to show satisfactory progress in their studies or discontinues their course, support granted under this policy may be withdrawn and may require the refunding of such proportion of the financial assistance granted as the Council may determine in the particular case.
2. The continuance of facilities under this policy for a succeeding stage of study shall be granted only if the Council is satisfied either that the employee has passed the appropriate examination or has otherwise made satisfactory progress in their studies. Should an employee fail an examination, resits must be undertaken in their own time and expense. Where a resit arises due to exceptional circumstances, for example due to illness, then each case will be considered on its individual merits.
3. It is the employee's responsibility to notify the relevant Director/Assistant Director/Head of Service of all examination results upon which approval to continue a course will be influenced. The Council reserves the right to monitor performance and if this is deemed to be unsatisfactory assistance may be withdrawn.
4. Where facilities are granted under this scheme to enable an Officer to acquire a recognised qualification and the Officer leaves the employment of the Council before completing the whole or a defined part of the qualification, the Council shall be entitled to claim repayment of all the fees unless the employee is taking up employment within another local authority, (e.g. Council, N.I.H.E, Education & Library Board for N.I or body recognised by Council for continuous employment service purposes).
5. Where facilities are granted under this scheme to enable an Officer to acquire a recognised qualification, the Council shall make it a condition to undertake to remain in the service of the Council for a period of at least two years from the date on which the qualification is obtained (providing there is a post available for him/her requiring the qualification which he/she has secured). Where the Officer who has been granted facilities under this scheme fails to honour his/her obligation as a result of obtaining a post outside the local government service, the Council shall be entitled to claim repayment of all fees. Cases will be evaluated individually by the Senior Management Team.
6. Where repayment of financial assistance is required, this shall not include salary paid in respect of time spent at approved courses of study. See Appendix 4 – LD 4 form 'Undertaking to repay Financial Assistance' which should be completed by all employees seeking assistance.
7. Day Release must be regarded in every way as a day at work and for this reason absence must be reported to the relevant Director/ Line Manager in accordance with normal procedures for reporting absence at work. As evidence of attendance may be sought by the relevant Director/Assistant Director/Head of Service employees should keep a record of attendance and produce any reports requested when required.

8. Time spent at a course will equally contribute to time spent away from the employee's normal place of business during normal working hours. Flexi leave, time off in lieu or overtime payments will not be given where the course starts before or goes beyond the employee's normal working hours.

#### **5.4 Procedure for Making a Request & Support Given: Type B, C & D Training**

All members of staff who are employed to work regular hours are eligible to make a request to their Head of Service/Assistant Director/Director to access training and to attend short external courses including LGTG courses, workshops/seminars and conferences specific to job performance.

All staff should make their request on LD 2 Form to their Director/Assistant Director/Head of Service as set out in Appendix 2 to allow an informed determination on whether or not to permit attendance. The relevant Director/Assistant Director/Head of Service will assess the relevance and suitability of the training, workshop, seminar or conference to the employee reflecting on the selection criteria referred to above, who will in-turn forward to the Corporate Learning & Development Manager who will forward to the Executive Officer to Chief Executive for approval at the Senior Management team meeting. Following approval at the Senior Management Team meeting, the Executive Officer to Chief Executive will inform the Corporate Learning & Development Manager, Organisational Development who will liaise with Directors/Assistant Directors/Heads of Service.re: forms and secure booking and monitor all staff requests for learning and development including those which have been declined.

The Chief Executive and/ or relevant Head of Service/Assistant Director/Director is authorised to nominate and instruct staff to attend training courses, workshops, seminars and conferences as deemed appropriate. For those granted permission to participate in a training course, workshop, seminar or conference, or have been instructed to do so, support given comes in the form of finance and leave.

(i) Cost of attendance will be paid at 100%

(ii) Travelling expenses incurred will be paid at the normal business mileage rate as adopted by Council, provided it does not exceed the employee's annual entitlement.

(iii) Subsistence incurred will be paid at levels agreed by Council.

(i) Time away will equally contribute to time spent at the normal place of business during normal working hours. Flexi leave, time off in lieu or overtime payments will not be given where the training course, seminar or conference starts before or goes beyond the employee's normal working hours.

Employees accessing learning and development and attending workshops, seminars and conferences are doing so on behalf of Council and as such the relevant Director/ Assistant Director/Head of Service may request evidence of attendance and production of reports as necessary.



## 5.5 Evaluation of Training Courses

In order to demonstrate value for money, employees must complete form LD 3 Evaluation Form (Appendix 3) and return to the Corporate Learning & Development Manager, Organisational Development on completion of courses. This assists with monitoring i.e., verifying that the member of staff actually attended the course and provides valuable feedback to LGTG and to other employees who may wish to attend similar courses in the future re: value of courses.

## 6.0 ROLES & RESPONSIBILITIES

The following provides an overview of the responsibilities of employees and Heads of Service/Assistant Directors/Directors to ensure the effective operation of this policy.

### 6.1 Employees' Responsibilities

Where an employee identifies Type A, B, C or D training one of the following should be undertaken:

i) **Type A Training** – complete LD1 form entitled “Application Receive Support for Training” as documented in Appendix 1, copies of which may be obtained on Council’s intranet and from Corporate Learning & Development Manager, Organisational Development. This should be submitted through the relevant Head of Service/Assistant Director/Director who will forward to the Corporate Learning & Development Manager who will send through for approval to the Senior Management Team meeting.

(ii) **Type B, C & D Training** – complete LD 2 form entitled ‘External Course/Conference/Seminar/LGTG Course Booking Form’ as documented in Appendix 2, copies of which may be obtained on Council’s intranet and from Corporate Learning & Development Manager, Organisational Development. This form should be submitted to the relevant Head of Service/Assistant Director/Director outlining all the appropriate details to allow him/her to make an informed decision on whether or not to permit attendance who will in-turn forward to the Corporate Learning & Development Manager to send through to the Senior Management Team meeting for final approval. ~~LGTG courses do not require SMT approval.~~

It is the employee’s responsibility to submit form allowing sufficient time for a determination to be reached on whether or not to grant permission to participate well in advance of the course commencement date.

It is the employee’s responsibility to inform their Director/Assistant Director/Head of Service at the earliest opportunity of any circumstances which may arise leading to their non-participation on a course.

It is the responsibility of the employee to abide by all the conditions of assistance and support given, detailed above, as a result of being granted permission to access the training and development opportunity.

On completion of the course, it is the employee's responsibility to fill out the evaluation form – LD 3 form at Appendix 3 and return to the Corporate Learning & Development Manager, Organisational Development within one week of attendance at course.

Employees who directly receive certificates of attendance from course providers should forward copy of same to the Corporate Learning & Development Manager to update training records.

It is up to employees to review and evaluate their own personal development and to complete their Preview/Review forms in advance of bi-annual meetings with their managers. Employees should avail of development opportunities to increase their personal effectiveness and identify future learning and development needs which will help them achieve objectives set out in the business planning process.

## **6.2 Directors/Assistant Directors/Heads of Service/Managers:**

It is the responsibility of Directors/Assistant Directors/Heads of Service/Managers to review all requests made to them from employees to undertake training either through Type A training (Appendix 1 form):- "Application to Undertake & Receive Support for Training" or Type B, C or D (Appendix 2 form); 'External Course Booking Form' or in writing and communicate decisions back to employees concerned.

Once approved by the Senior Management Team, all forms must be forwarded to the Corporate Learning & Development Manager, Organisational Development to secure booking place. All requests to undertake training, whether fully endorsed or not by the Director/Assistant Director/Head of Service and Chief Executive, should be forwarded to the Corporate Learning & Development Manager for monitoring purposes.

It is the responsibility of Directors/Assistant Directors/Heads of Service/Managers to monitor progress in their training and development and compliance with the conditions of assistance with particular regard to: attendance; satisfactory progress; examination results and course completion. Where Directors/Assistant Directors/Heads of Service/Managers are not satisfied, appropriate action commensurate to the problems identified should be taken.

In the case of attendance at all types of training and development it is the responsibility of Directors/Assistant Directors/Heads of Service/Managers to monitor attendance. Employees who do not attend, and do not have a legitimate excuse for their absence will be unofficially absent from work and disciplinary action should be considered.

Directors/Assistant Directors/Heads of Service/Managers are directly accountable for the ongoing learning and development of their staff. Learning and development needs should be identified during localised induction, the probationary period (first 6 months) and during the personal contribution & support process.

## **6.3 Organisational Development, Strategy & Performance Directorate:-**

The Organisational Development, Strategy & Performance Directorate has the role of implementing the learning and development policy and providing assistance to Directors/Assistant Directors/Heads of Service/Managers in identifying and meeting staff learning and development needs.

In addition to producing an annual Corporate Training Plan, the Corporate Learning & Development Manager will co-ordinate all learning and development opportunities on behalf of employees that may arise out of localised induction or the Personal Contribution & Support process.

Advice, information and coaching may also be provided to employees on an individual basis.

At the end of each financial year, the Corporate Learning & Development Manager will review expenditure on learning and development for each department to assist in the preparation of budgets and business planning process for the following year.

#### **6.4 Senior Management Team:-**

All requests for Type A & B, C & D training will be brought to the meeting of the Senior Management Team for approval.

LD 1 forms (type A training) and LD 2 forms (type B, C & D) training will be forwarded by Directors to the Corporate Learning & Development Manager who will compile list and forward to Executive Officer to Chief Executive for inclusion on agenda for the Senior Management Team meeting.

Where request is for attendance at conferences/seminars, information will be forwarded to the Member Services Manager, Democratic Services to include in monthly Council report (even if no charge incurred).

Once courses/conferences have been approved by the Senior Management Team or Council, information will be forwarded to the Corporate Learning & Development Manager by the Director of Organisational Development, Strategy & Performance, or by relevant Officer in Democratic Services with regard to conferences/seminars. In the case of non-approval, explanation will be provided on the LD 1&2 forms & the Director will inform the staff member and return form to the Corporate Learning & Development Manager.

#### **6.5 Union Learning Representatives**

The Council is committed to working with the recognised trade unions to promote and support lifelong learning that underpins organisational and individual development, including equity of access to learning in all its forms. The Council will seek to work alongside Union Learning Representatives from each of the recognised unions in a bid to develop and maintain a learning culture within the Council.

### **7 OTHER FORMS OF LEARNING & DEVELOPMENT**

Mid Ulster District Council perceives Learning and development as a planned and continuous process encompassing a wide range of activities not just off-the-job training courses. Such activities may include:- job shadowing, on-the-job (peer to peer), sharing of experiences (e.g., at team meetings), project work, secondments, working groups, 'e' learning, mentoring and coaching ( this list is not exhaustive).

Coaching is about performing to your maximum potential through the assistance of someone who will challenge, stimulate and guide your development. Coaching is a valuable competency for all managers. The Corporate Learning & Development Manager is a qualified Coach and is contactable on Ext. 24304 if you wish to avail of coaching.

## **8. IN-HOUSE COURSES**

A number of in-house courses will be organised by the Organisational Development, Strategy & Performance directorate on an annual basis and included in Council's Corporate Training Plan which is issued 3 times per year and will be posted on Core HR, notice boards & Council's intranet and circulated to all staff. Such courses include:- Corporate Induction, mandatory, statutory and personal development training such as:- Health & Safety Training, Child Protection Training, Equality Training, Policy Briefings for Managers, Interviewee skills etc.

Directors/Assistant Directors/Heads of Service/Managers through the Personal Contribution & Support process should also identify individual and departmental needs and feed this information back to the Corporate Learning & Development Manager who will aim to address these needs through the Council's Corporate Training Plan or other sources.

## **9. ATTENDANCE AT TRAINING COURSES**

Once an employee signs up for a course and a place has been allocated, it is essential that he/she attends. If unable to attend, a minimum of 48 hours' notice must be given to the Corporate Learning & Development Manager or Admin Support who will cancel the place on CoreHR otherwise the place will continue to be charged to that particular section/department. If unable to attend, where possible, the manager should make a substitution. If unable to make a substitution and prior notice has not been given as above, the particular section/department will be charged.

The Corporate Learning & Development Manager will then produce a report from CoreHR re: non-attendance by staff at training and a charge will be imposed as per the total number of places missed by each directorate on a quarterly basis.

All employees should ensure that they arrive at training on time. Any employee more than 10 minutes late will not be issued with a certificate.

## **10. EQUALITY**

The Council will review the uptake of Learning & Development opportunities on an annual basis and will include relevant information in its Article 55 Review report.

## **11. REVIEW OF POLICY**

The Organisational Development, Strategy & Performance directorate will review this policy on a regular basis in light of any changes in statutory legislation/operational experience that prevents full implementation of the policy as intended.

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## APPENDIX 1 - LD 1 FORM

This application must be completed by the applicant and submitted to the relevant Director/Assistant Director/Head of Service for approval.

(please also note LD4 form re: Undertaking to repay financial assistance).

<b>Name</b>	Click here to enter text.	<b>Department</b>	Click here to enter text.
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<b>Course of Study</b>	Click here to enter text.
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<b>Duration &amp; Mode of Study</b>	Click here to enter text.
<b>Location (if applicable)</b>	

<b>Cost of Study - Per Year:</b> Please specify if external funding is available from 3 <sup>rd</sup> party?	Click here to enter text.	<b>Total</b>	Click here to enter text.
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<b>Demonstrate how this course will <u>benefit your job performance and the Council</u>^:</b>
Click here to enter text.

<b>Demonstrate how this course <u>provides value for money</u>^:</b>
Click here to enter text.

**Signed:** Click here to enter text.

**Date:** add date.

**Recommendation to Director (from Assistant Director/ Head of Service/ Line Manager)**

I Click here to enter text. **\*\*Choose an item. that the Council supports the above employee to undertake the above course of study.**

**If not recommending, please state reason:**

Click here to enter text.

**Signed:** Click here to enter text.

**Date:** add date.

**\*\* Select as appropriate**

**Recommendation to Chief Executive (from Director)**

I Click here to enter text. **\*\*Choose an item. that the Council supports the above employee to undertake the above course of study.**

**If not recommending, please state reason:**

Click here to enter text.

**Signed:** Click here to enter text.

**Date:** add date.

**\*\*Select as appropriate**

**Endorsement by Chief Executive**

I Click here to enter text. **\*\*Choose an item. with the request that the Council supports the above employee to undertake the above course of study.**

**Signed:** Click here to enter text.

**Date:** add date.

**\*\*Select as appropriate**

**\* Demonstrate how this course will benefit your job performance and the Council – please provide information on how your attendance and participation will improve your ability to undertake your duties and attain higher results.**

**\*\*Demonstrate how this course provides value for money – please provide information on how for example the chosen training/ trainer is competitive in price, closest available to Council, has a reputation for success, the time involved in attendance vs buying in services and/or alternative training and has minimal disruption to your core duties & service provided.**

Please note once this form has been endorsed by the Chief Executive following Senior Management Team meeting, the Director will notify the applicant of the decision outcome and return this form to the Corporate Learning & Development Manager, Organisational Development who will co-ordinate course booking.

## Appendix 2 LD2 Form

### External Course/Workshop/Seminar/Conference Course Booking Form

<b>SECTION A: Staff Member Details</b>			
<b>Name:</b>	Click here to enter text.		
<b>Position</b>	Click here to enter text.		
<b>Department</b>	Click here to enter text.	<b>Service</b>	Click here to enter text.

<b>SECTION B: Course/Workshop/Seminar/Conference Details</b>			
Any specific access requirements:		Click here to enter text.	
Any specific dietary requirements:		Click here to enter text.	
Course /workshop title:		Click here to enter text.	
Provider	Click here to enter text.		
Date	Click here to enter a date.	Location	Click here to enter text.
Course fee:(include accreditation and materials)			Click here to enter text.

<b>SECTION C: Pre-Evaluation (to be completed in conjunction with Line Manager)</b>	
Anticipated benefits to the individual:	Click here to enter text.
Anticipated benefits to service:	Click here to enter text.
<b>For Organisational Development Use only:-</b>	
<b>Appropriate procurement documentation completed</b>	<input type="checkbox"/> Yes
<b>Purchase Order No:</b>	

Signed \_\_\_\_\_ Signed \_\_\_\_\_  
**Employee** **Director**

**If not approved, please state reason:-**

Click here to enter text.

Please forward to the Corporate Learning & Development Manager to book an employee's place  
[sinead.mcaleer@midulstercouncil.org](mailto:sinead.mcaleer@midulstercouncil.org)





## Appendix 3 - LD 3 Evaluation Form

<b>Name:</b>	Click here to enter text.
<b>Course /workshop title:</b>	Click here to enter text.
<b>Date of workshop/course....</b>	Click here to enter a date.
<b>Instructions: For questions 1-7, please use the following rating scale:</b>	
<b>1=strongly disagree</b>	<b>10=strongly agree</b>
<ul style="list-style-type: none"> <li>Please circle the number which indicates how much you agree with each statement.</li> <li>Please provide comments to explain your rating.</li> </ul>	

Rating										
<i>Strongly disagree</i>										<i>Strongly agree</i>
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	<b>1. I understood the learning objectives.</b>
Comments:Click here to enter text.										
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	<b>2. I found the course materials easy to follow.</b>
Comments:Click here to enter text.										
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	<b>3. I will be able to immediately apply what I have learned.</b>
Comments:Click here to enter text.										
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	<b>4. My learning was enhanced by the knowledge of the trainer/facilitator.</b>
Comments:Click here to enter text.										
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	<b>5. It was easy for me to get involved during the session.</b>
Comments:Click here to enter text.										
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	<b>6. I was given ample opportunity to get answers to my questions.</b>
Comments:Click here to enter text.										
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	<b>7. I found the room comfortable.</b>
Comments:Click here to enter text.										

P.T.O.

Questions 8-11 are not applicable for all courses. Objectives will be set by trainer in advance of the course. Please move to Q12 if your trainer has not set these objectives

For questions 8-11, please use the following rating scale:

1	2	3	4	5
None or very low level			Very High Level	

- Please circle the appropriate rating before the training and now (after the training).
- Please provide comments to explain your ratings.

Before the training		After the training
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	<b>8. Insert behavioural objective 1</b> Click here to enter text.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Comments:		
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	<b>9. Insert behavioural objective 2</b> Click here to enter text.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Comments:		
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	<b>10. Insert behavioural objective 3</b> Click here to enter text.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Comments:		
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	<b>11. Insert behavioural objective 4</b> Click here to enter text.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Comments: Click here to enter text.		
<b>12. How can this training be improved?</b> Click here to enter text.		
<b>13. Please share any additional comments you may have.</b> Click here to enter text.		

LEARNING & DEVELOPMENT POLICY – to be read in conjunction with LD1 Form

**TO: MID ULSTER DISTRICT COUNCIL (hereafter referred to as “the Council”)**

I hereby apply for approval to attend the course detailed below, and for financial assistance in accordance with Mid Ulster District Council's Learning & Development Policy. I acknowledge that any such approval and financial assistance which are granted, are subject to all conditions specified in the Learning & Development Policy including those specified below:-

I hereby undertake to:-**(a)** attend and satisfactorily complete the said course; **(b)** remain in the service & employment of the Council (or an employer recognised by local government for continuous employment service purposes)for a period of at least two years following the date on which the qualification being sought is obtained, (providing there is a post available for me requiring the qualification which I have secured) or **(c)** should I fail to remain in the service and employment of the Council (or an employer recognised by local government for continuous employment service purposes) for a period of at least two years following the date on which the qualification being sought is obtained **I undertake to repay to Mid Ulster District Council immediately the sum representing the whole financial assistance which has been granted to me or such proportion thereof as the Council may, in its absolute discretion, determine and hereby authorise the Council to deduct such sum from any monies due from the Council to me including without prejudice to the foregoing generality, any wages or salary payable to myself.**

Full Name

Post

\_\_\_\_\_

Address

\_\_\_\_\_

Department

Service:-

\_\_\_\_\_

Course of Study

Commenced Course

\_\_\_\_\_

Organising Body

\_\_\_\_\_

**ESTIMATED COSTS**

Course Fees

£

\_\_\_\_\_

<b>Examination and registration fees</b>	<b>£</b>
<b>Books</b>	<b>£</b>
<b>Travel</b>	<b>£</b>
<b>Other (e.g., study visit/residential)</b>	<b>£</b>
<b>Estimated Total</b>	<b>£</b>

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Director** \_\_\_\_\_ **Date** \_\_\_\_\_

DRAFT