

Appendix 20: Training and Staff Development Action Plan 2003-4

TARGET	PLANNED ACTION	OUTCOME
Youth work staff suitably qualified for programme delivery and continuing professional development	<ul style="list-style-type: none"> • Management Training • NVQ level 2 Training/foundation course • Connexions PA Diploma • Introduction to Connexions • Accredited Learning • Practice Training ie Group work, Detached work and Health Education 	<ul style="list-style-type: none"> • All Level 3 workers and managers to complete NYA management training • At least 60% of part-time staff complete training • All Level 2 workers to complete • 30% of part time staff to complete • Level 2 workers complete YAA Training and Skills team D32/D33 • 4 NVQ level 3 modules delivered per year
Staff development and supervision	<ul style="list-style-type: none"> • Monthly Supervision for all fulltime staff and termly for part time staff • Annual appraisal for all staff 	<ul style="list-style-type: none"> • Monthly / termly review of work and action planning • Career development and support • Annual training programme based on appraisal
Staff structure review and support for implementation	<ul style="list-style-type: none"> • Monitoring and support for new posts • Training programmes to support new posts 	<ul style="list-style-type: none"> • Training needs met to ensure staff suitably skilled to meet job requirements • Retraining for staff in new roles or areas of work
Develop branch training for staff working with children and young people	<ul style="list-style-type: none"> • Develop an introductory programme for employees, volunteers and Voluntary sector staff • Develop branch programme of skill based training 	<ul style="list-style-type: none"> • New minimum training delivered to all new staff and offered to voluntary sector • Potential 200 training places per year • Deliver programme of one day courses • Increased Branch Identity • Increased Quality Assurance
Staffing structure to continue to adapt to the needs of the Service	<ul style="list-style-type: none"> • Review all Level 3 posts as funding or vacancies occur and re-write or re-deploy staff 	<ul style="list-style-type: none"> • Best use of existing resources used to meet needs of core programme • Utilise external funding to support core programme

	<ul style="list-style-type: none"> • Design posts to meet changing needs of new Service 	<ul style="list-style-type: none"> • All posts to be reviewed annually against core programme targets
Develop new Practice Guidelines to reflect needs of new Service	<ul style="list-style-type: none"> • Review all guidelines in partnership with Connexions to reflect changing agenda and where appropriate re-produce • Implement new Procedure manual 	<ul style="list-style-type: none"> • Produce new Guidelines by October 2003 • Implement Procedure manual Spring 2003
Review Recruitment Practice and policy	<ul style="list-style-type: none"> • Inform corporate recruitment policy and practice change to ensure good practice is maintained and good relationship with HR 	<ul style="list-style-type: none"> • Reviewed recruitment method • Develop relationship with Recruitment and HR staff
Improve and develop programme monitoring	<ul style="list-style-type: none"> • Implement new IT based monitoring and recording system • Review potential use of NYA system 	<ul style="list-style-type: none"> • All programmes to complete data returns and monthly / quarterly reviews • Potential change of system September 2003
Programme review and monitoring	<ul style="list-style-type: none"> • Termly peer inspection of all programmes utilising OFSTED self assessment programme 	<ul style="list-style-type: none"> • Termly visits to all programmes including voluntary sector providers delivering under SLAs