FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **FVI STAFF TRAINING**		POLICY NO: HR-045
	DATE Issued: JUNE 25, 2024	PREVIOUS POLICY NO/NAME: NA
	DATE Reviewed: August 22, 2024	RELATED DOCUMENTS: HR-027 ORIENTATION
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: Family Visions Employees	

Employee Training Policy Family Visions, Inc. (FVI) believes that employees need to update their knowledge and develop new skills to improve their productivity to best support the Individuals with whom they work.

Purpose
is a set of guidelines and principles that govern how a FVI provides training and development opportunities for employees. The purpose of such a policy is to ensure that employees have the knowledge and skills necessary to perform their job duties effectively, and to promote continuous learning and growth within the organization.

Scope This policy applies to all the employees who work permanently, part-time or full time for the company.

FVI-HR Program Director/ED will conduct a regular assessment of training needs for all employees, to identify areas where additional training or development is required to meet job requirements or to support career growth.

Based on the training needs assessment, the FVI-HR Program Director/ED will develop an annual training plan that outlines the training and development opportunities that will be available to employees during the year.

Training includes but is not limited to:

Training and Development FVI includes the following employee training:

- Pre-employment training
- Formal training sessions (individual or group)
- Coaching and Mentoring for the employee
- Conference Participation

- On-the-job training
- Job Rotation
- Job shadowing
- FVI arranges for subscriptions or educational material as a part of our training and development provisions. Material/Subscriptions are related to the job. Software licenses and other tools which bear the utmost necessity to the employees are included. Eg NVCI packages & updates for trainer

FVI will set a budget for training at a rate of **0.3%** of the annual Department of Families revenue designated for training as part of regular budgetary planning to meet the costs of ongoing job-related needs and new program related training as required. This budget will be reviewed annually.

Employees are allowed to remain absent from their regular shift with pay for 'Number of Days' training as approved by their immediate supervisor.

Training Delivery

Training may be delivered through a variety of methods, including in-person training sessions, online courses, on-the-job training, and other methods as appropriate. FVI-HR Program Director/ED will select training delivery methods that are most effective for the specific training needs and learning styles of the employees.

Procedure:

Training prior to work placement:

- FVI Orientation

Ongoing training required:

- NVCI training & recertification
- First Aid
- CPR
- Training appropriate to successfully complete job function eg.

New or external training:

- The team leaders, supervisors, or employees identify the need for training and identify FVI employees whose job function would benefit from identified training.

- Appropriate management team member(s) and/or the employees identify potential training methods or programs. Consideration is given to the proposal: budget, time constraints, assessed need, and the training content.

- Proposals for training requiring significant budgetary consideration are detailed and submitted to FVI Board for approval and inclusion in budgetary planning.

FVI Board will consider remuneration to employees who verify successful completion of training that compliments their job function, but has not been undertaken as a requirement of employment.

- HR Program Manager arranges training in the most economical means. Ie registration, dates, accommodations, transportation coordination, etc.

Repayment of Training Costs:
From time to time the Company may pay for an employee to attend a training courses. In consideration of this, the employee agrees that if employment terminates after FVI has incurred liability for the cost of the employee doing so that the employee will be liable to repay some or all of the fees, expenses and other costs (the Costs) associated with such training courses. Except in the circumstances where the employee would be ineligible to provide subsequent training to staff employed by a different agency and

- if the employee ceases employment before you attend the training course but the Company has already incurred liability for the Costs, [100]% of the Costs or such proportion of the Costs that the Company cannot recover from the course provider shall be repaid;
- (b) if the employee ceases employment during the training course or within 3 months of completing the training course, [100]% of the Costs shall be repaid;
- (c) if the employees cease employment more than 6 months but no more than 12 months after completion of the training course, [50]% of the Costs shall be repaid;
- (d) if the employee ceases employment more than [12 months but no more than 18 months] after completion of the training course, [25]% of the Costs shall be repaid.
- e) Thereafter, no repayment shall be required.

The employee shall not be required to repay any of the costs in either of the following circumstances:

- the Company terminates the employee contract, except where:

Training Records
FVI-HR Program Director/ED will maintain records of employee training and development activities, including attendance at training sessions, completion of courses, and other relevant information.

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Family Visions Inc. Employee record and employer training file:

Employee Name	
Course Title	
Course dates (Commencement and expected end dates)	
Course fees • Travel to training • Professional Membership • Examination fees • Books and Materials	
Outcomes • Individual employees • Train the trainer • Care setting consider the financial benefits, improvement in working practices and skills, attitudes, and behaviour modelling for the workforce • How will immediate supervisor debrief during & after training • How will new learnings be incorporated into the workplace	
Employee signature	
Date	
Employer signature	
Date	