



Training Policy

The TMSA is committed to ensuring that (as far as possible) its staff, board, committee members and other volunteers are provided with the training they require to fulfil their roles and obligations. Attendance at seminars, training days, conferences, workshops etc is actively encouraged. Annual budgets will contain an element for training costs and funds will be sought to meet identified training needs.

The annual appraisal/review which is conducted for all staff is the basis for establishing training needs of staff and for setting goals to meet those needs in the coming period. Staff are expected to look critically at areas of work practice where additional skills and knowledge are required and to bring these to the attention of their supervisor.

Volunteers whether at national or branch level, should all be offered the opportunity to expand their knowledge and skills to ensure that the quality standards of the TMSA are maintained. This includes ensuring that everyone involved in festivals and other events is fully aware of their role and responsibility and is properly inducted.

Training falls into four broad categories – induction, on the job, in-house and external.

Induction

Whenever a new employee/volunteer joins the TMSA, it is his or her manager or supervisor's duty to ensure that he or she is given a proper introduction to the workplace, colleagues, catering facilities, duties, health & safety and other procedures.

Within the first few days, the manager or supervisor will assess the new employee's/volunteer's training requirements and arrange for that training to be provided. Very often, the employee's/volunteer's needs will be adequately met by a combination of on-the-job and related in-house training. From time to time, however, it may be necessary to arrange external training.

The main purpose of the induction process is to enable a new employee/volunteer to become productive as quickly and effectively as possible. Each induction process will be tailored to the individual employee/volunteer.

On-the-job training

Very often, new skills can be gained as part of on-the-job training by recently trained and/or more experienced colleagues. Employees/volunteers will undergo this kind of training from time to time throughout their time with the TMSA.

In-house training

From time to time, the TMSA will bring outside trainers into the workplace and organise internal training courses. This form of training will often be triggered by the introduction of new equipment and working methods, and will be arranged when on-the-job training cannot be supplied.

External Training

External training may be provided in a variety of forms ranging from short courses of a few hours duration, through to lengthy courses leading to the award of qualifications.

Where necessary, the TMSA will arrange for employees/volunteers to undertake external training where this cannot be provided in-house.

Employees who undertake external training courses with significant cost implications will be required, prior to commencing the course, to sign an undertaking to repay a proportion of the costs of the course if they leave the TMSA's employment within 12 months of the end of the course. (see Training Agreement Sheet)

This requirement to repay the TMSA will be reduced by 1/12th of the course costs for each complete month that the employee remains employed by the TMSA after the end of the course.

Training Evaluation

Employees and volunteers who undertake in-house and external training will be required to complete a Training Evaluation Sheet.