

THE MORAY COUNCIL LIFELONG LEARNING POLICY

INTRODUCTION

The Moray Council and trade unions agree to the principal of Lifelong Learning for all staff and its benefit to the public through the provision of high quality service delivery.

In relation to the Corporate Plan 2001-2004 (item 9, page 18, “Good Employer”)

“The council considers its employees as its major asset and the council recognises that a healthy and motivated workforce is the key to achieving its aims. Employees must feel that they belong to an organisation that values them and the commitment they can give to realising the overall aim.”

Lifelong Learning and the introduction of this policy will underpin this statement.

POLICY STATEMENTS

The policy will help to develop and encourage excellence in learning through a commitment to quality educational and life long learning programmes promoted by both local and central government policies.

This partnership in learning will facilitate training and development of staff by supporting the internal and external training currently available. All parties recognise the value of community partnerships in promoting education and training to all employees.

All parties will endeavour to work together to promote training and education opportunities and to provide for any future agreed training needs of staff through the process of ERDP and staff consultation with line managers. This will allow all staff to make an effective contribution to the council's services.

COMMITMENTS

All parties will continue to promote the councils training methods to their staff/members, while making them aware of the aims of the life long learning partnership. With the aim of identifying future training, additional skills and flexibility is to assist in promoting job satisfaction and promote the advancement of staff throughout the council who will be qualified in their own field of employment.

All parties recognise that supporting a widely skilled workforce through the provision of training will enable the council to provide a flexible service. All parties are committed to training of staff with particular reference to life long learning and the provision of life long learning advisers. The council recognises the time off agreement laid down in

legislation and will endeavour to facilitate this in line with departmental needs.
(*Employment Law Act 2000: provision for time off Life long learning advisers*)

The existing LLLA's (*presently eight in number but to be increased in future*) will liaise with the employee development team to evaluate needs and experiences of staff that they have collated through their personal contact. The LLLA's co-ordinator will assist in completing the necessary audit returns. This will facilitate this policy in line with the corporate training policy.

All parties will establish additional links to other local training and educational suppliers, where appropriate, and to liaise with the employee development team in development of other training policies and to work within all policy guidelines. This will also allow the promotion of ERDP to all staff and encourage the demand for formal and informal training.

TIME OFF AGREEMENTS

In accordance with the existing guidelines where it is clearly identified that the training activity has direct association with the employees day-to-day employment, then paid time off shall be given

In line with the ERDP practices where training will assist in the development of the individual within a department then paid time off shall be given

Where any training or courses has direct prescriptive activities to address the problems of literacy and numeracy then paid time off shall be given.

Where the training is to the benefit of the individual but shows no direct support to their employment then the training shall be carried out in the employee's own time.

RECOMMEDATIONS

That to support this policy the Council facilitates the setting up of a Learning Strategy Group to represent all departments who deliver training within the council and trade union representatives.

The early adoption of this policy (the first in Scotland) will indicate that the council is forward thinking and considers the training and development of its staff paramount to its future success.