



POLICY STANDARD 7

TRAINING

POLICY 7a:

Pablos will ensure that all staff members receive training appropriate to their roles.

PROCEDURE:

- ◆ All staff members have a job description to refer to, outlining roles, responsibilities and expectations.
- ◆ Job descriptions are to be reviewed yearly by the Management Committee and Director to ensure that the needs of Pablo's client base continue to be met.
- ◆ All staff to be encouraged to identify appropriate training courses to attend and these are presented to the Management Committee for their consideration.
- ◆ Throughout the year the Director will look for appropriate professionals to come to Pablos to run workshops and give presentations. Any issues arising from these are to be addressed accordingly.
- ◆ Pablos will provide an externally facilitated review group and individual supervision sessions as agreed between the Director and the staff member.

OUTCOMES:

All staff are appropriately trained and able to carry out their tasks competently.

SUPPORTING DOCUMENTS:

- Director job description
- Head Art Tutor job description
- Art Tutor job description
- Administrator job description
- Training Application Form

POLICY 7b:

Pablos will ensure that all volunteers receive training appropriate to their roles.

PROCEDURE:

- ◆ All volunteers have a job description to refer to, outlining roles, responsibilities and expectations.
- ◆ All Volunteers receive an initial training and orientation session.
- ◆ Job descriptions are to be reviewed yearly by the Management Committee and Director to ensure that the needs of Pablo's client base continue to be met.
- ◆ Staff as appropriate will give relevant on the job training for volunteers.

OUTCOMES:

All volunteers are appropriately trained and able to carry out their tasks competently.

SUPPORTING DOCUMENTS:

- Art Assistant Activities (Volunteer)