



# Training and Development Policy

The Lambourn Junction Community Interest Company  
The Blue House  
Station Road  
Lambourn  
RG17 8P

## 1. Purpose and Scope:

The Training and Development Policy of The Lambourn Junction Community Interest Company (hereinafter referred to as "the Company") is designed to provide guidance on the training and development opportunities available to our valued volunteers. Although the Company operates with volunteers and has no employees, we recognise the importance of investing in the skills, knowledge, and personal development of our volunteers to enhance their effectiveness and satisfaction.

## 2. Training Opportunities:

The Company is committed to offering training opportunities that align with the mission and objectives of the organisation. Training may include, but is not limited to:

- Onboarding and orientation to familiarise volunteers with the organisation's values, mission, and operations.
- Skill development workshops to enhance specific capabilities relevant to volunteer roles.
- Workshops or courses related to community engagement, communication, and teamwork.
- Opportunities to attend relevant external training programs, conferences, or events.

## 3. Training Eligibility:

All registered volunteers of The Lambourn Junction Community Interest Company are eligible to participate in training and development opportunities provided by the organisation.

## 4. Training Approval Process:

Volunteers interested in participating in training programs must:

- Discuss their training needs and aspirations with their designated supervisor or coordinator.
- Complete any required training request forms.

- Obtain approval from the relevant authority within the organisation.

### **5. Funding and Support:**

The Company is committed to supporting volunteer training and development within the limits of its financial resources. Funding may be provided for:

- Registration fees for relevant workshops, courses, or conferences.
- Travel and accommodation expenses associated with approved training events.
- Training materials and resources as deemed necessary.

### **6. Training Implementation:**

The Company will coordinate and facilitate the delivery of training programs through:

- In-house training sessions conducted by experienced volunteers or external trainers.
- Collaborating with external training providers.
- Facilitating online training opportunities when applicable.

### **7. Monitoring and Evaluation:**

The effectiveness of the training programs will be periodically assessed to ensure they meet the needs of volunteers and contribute to their personal and professional development. Feedback from volunteers and trainers will be collected and used to enhance future training initiatives.

### **8. Continuous Learning:**

Volunteers are encouraged to engage in continuous learning and development. The Company will strive to provide ongoing opportunities for skill enhancement and personal growth.

### **9. Record-Keeping:**

The organisation will maintain records of volunteer training attendance, completed programs, and any certifications obtained. This information will be utilised for internal reporting and to track the overall development of our volunteer community.

### **10. Policy Review:**

This Training and Development Policy will be reviewed annually to ensure its relevance and effectiveness. Any necessary updates or modifications will be made to align with the changing needs of the organisation and its volunteers.

### **Acknowledgment:**

By volunteering with Lambourn Junction CIC, you acknowledge that you have read, understood, and agree to abide by this policy.

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### **Document Control**

- Policy approved on: 8 December 2023
- Next review date: 7 December 2024

### **Change Control**

- 2023-12 - Policy revised and updated