

SHRUB Training Policy

Introduction

1. The aim of this policy is to provide a framework for deciding on which training events SHRUB attends and who goes. We aim to:
 - a. Provide training and education opportunities to our members, volunteers, staff and BOD in line with co-operative principles, in order that everyone has a chance to contribute to the development of the SHRUB;
 - b. Have a fair and open process;
 - c. Encourage the sharing of skills between SHRUB members, volunteers and staff; and
 - d. Use our resources in the best way possible to support the above aims.

Training budgets

3. The overall training budget will need to be spread across different areas of SHRUB:
 - a. Working Groups (including the Board of Directors) - to be used for the type of training that would specifically be useful for volunteers (and BoD) in the work that they do. The amount of budget available to each group will depend on their training needs and the cost of the type of training;
 - b. Staff - staff may benefit from specific training and development opportunities relevant to their role which will help to strengthen the SHRUB overall;
4. The training budget can be used to support not only attendance at paid courses but also to pay for travel expenses for free training or networking events. The receipts of these expenses must be given to the Admin and Finance Coordinator.
5. In the beginning of each financial year, the percentage of the available training budget for each area will be agreed at an Open Meeting. This may be subject to adjustments during the financial year as required. Any adjustment should also be approved at an Open Meeting.
6. Future funding applications or financial planning should consider SHRUB's training requirements.
7. The Admin and Finance working group will keep records of all training expenses and will report quarterly on the total spent/available at an Open Meeting.

Training opportunities

8. In order to inform BoD, staff, volunteers and members about training opportunities, whenever anyone becomes aware of a training opportunity it should be added to the [Training/Networking Opportunities spreadsheet](#) as soon as possible. Members, volunteers and staff are encouraged to keep the spreadsheet updated.
9. This document will be shared widely within SHRUB and should be included in the weekly newsletter. Working Group Coordinators will also pay close attention to the opportunities available and direct volunteers to any relevant training.

Application submission

10. Anyone interested in going to a training event should fill out an [application form](#), detailing why they would like to go on that training event and what they would do afterwards to share their experience.

Applications review

11. Applications will be reviewed as per the [Training Opportunities review procedure](#).
12. Approval will be based on the value the training represents to SHRUB, the short and long term needs of training and the budget available for the respective area. The role of the staff for SHRUB should be recognised in the allocation of funds towards training.

Feedback from training

13. BoD and project coordinators should check in with participants who have attended training to capture their feedback and promote sharing of new knowledge and skills. Participants may be asked to update the BoD, a project coordinator, a working group or open meeting about the experience they had.
14. Those attending training should consider how they can provide further opportunities for SHRUB based on the training they have received. This could include running mini-workshops, speak to relevant working groups or setting up new ways of skill-sharing.
15. SHRUB will also keep a record of who has attended training, their experience and any relevant resources or follow up that has come out of the training.

Document revision history

Version	Date	Changes
0.01	20/6/2017	Initial draft for discussion by Rosalyn Old
0.02	07/08/2017	Updated draft by Governance & Policy WG
0.03	11/12/2017	Further draft for discussion by Governance & Policy WG
0.04	08/01/2018	Updated draft by Governance & Policy WG
0.05	31/01/2018	Updated draft by Governance and Policy WG in preparation for Open Meeting
0.06	12/02/2018	Updated by Governance and Policy WG following approval at 07/02/2018 Open Meeting with review comments
1.0	19/02/2018	Approved at 07/02/2018 Open Meeting

Appendix 1: Supporting documents

[Training Opportunities review procedure](#)

[Shrub training opportunities application form](#)

[Training/Networking Opportunities Spreadsheet](#)