

The Ark **Training Policy**

It is our aim to provide opportunities for training for all our staff and volunteers. The Ark aims to financially help and support all staff access training whenever possible.

The training may be:-

- in-house training, keeping current with information on a wide variety of issues
- informal workshops to update knowledge or skills
- working towards a recognised qualification e.g. National Vocational Qualification.
- other training

Appropriate training will be paid for by The Ark.

Staff will be paid for the time spent attending any mandatory courses outside working hours, but not for voluntary courses. Travelling expenses will be paid at the maximum rate allowable under HMRC regulations without incurring a tax liability, and, where appropriate and subject to availability, any necessary childcare will be provided free of charge.