learning plan framework

The aim of this resource is to provide an introduction to the process of developing learning plans and give you a framework to structure your planning activities. It has been written in a generic style so that it is suitable for all social service providers no matter numbers of staff or type of employer.

Developing learning plans should be a key strategic activity for all organisations and undertaken in close co-ordination with the development of the organisation's business planning and financial planning.

Planning how to develop your workforce is not a new activity or area of work. It is something that managers and others have always been engaged in to varying degrees. It has fairly obvious links with change management and can be viewed being concerned with ensuring that, to use a now well known phrase, "you have the right people with the right skills in the right place at the right time".

With regard to developing learning plans the following themes are fairly common:

- The need to be clear about the direction of the organisation, taking into account current and future drivers.
- Identification of the skills and knowledge staff require in order to achieve both the goals of the organisation and to keep abreast of the agendas/drivers shaping service delivery. This includes changes in legislation.
- Review of current job descriptions to ensure they reflect the required roles and responsibilities.
- Check that there are clear policies in relation to induction, recruitment and workforce planning.

To provide a starting point for you in this process, we have included a format for encouraging individuals to identify the learning needs and a format to support managers in collating individual learning needs and prioritising them. To assist both employees and managers, we have included the Continuous Learning Framework's Personal Capabilities, the CLF material on "Planning for Learning" and the full range of Skills Sets (for staff who may be undertaking and SVQ). The Skills Sets include links to the full SVQ units, but it it should be noted that these requirs an internet connection to work.

It is not our intention that this resource be used in isolation. You may wish to use it with individuals, in conjunction with the Career Development Toolkit, and at an organisational level, in conjunction with the Workforce Planning Guide - both of which are also available on Workforce Solutions.

There are of course a wide range of generic Trainng Needs Analysis tools and resources available online, and you may wish to use these along with, or instead of this resource.

We hope you find this a useful starting point and find ways to build your own resources from here.

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