

# Chapter 7 – Training and Development

## 1. Chapter review

Chapter 7: Training and Development is currently under review and has been removed from the Staff Handbook during this process.

It is intended that much of the information previously contained within this chapter will be incorporated in two new documents:

- The Learning and Development Strategy, which flows from the People Strategy, outlining the aims and objectives of the Learning and Development function; and
- A new Learning and Development Policy and Procedure, which details the Learning and Development principles, entitlements and processes for managers and employees.

While these new documents are being produced, Learning and Development are keen to provide you with the usual level of support. If you have any questions or require additional information, please contact [Colin Sobota](#), [Zoe Stephens](#) or [Simon Wallis](#).

## 2. Right to request time off for training

Development and training is an essential part of the Performance Management System and your Individual Learning Plan (ILP) will capture the activities that you have planned each year. Performance reviews with your manager should cover both performance and training/development and the discussions can also be used to agree and organise time off for training.

Forestry Commission employees also have the right to use a statutory framework to request time off for training. You can make one request in a 12 month period and to be eligible you need to have worked for the FC for 26 weeks. If you want to make a formal request it should be submitted in writing and an [HR Form](#) is available that contains all the information that must be provided.

The form also provided details of the timescales managers will need to use when they are considering your request.