

Berwyn & District u3a Training Policy

1. Purpose and Scope

- **Aims:** To outline how Berwyn & District u3a supports volunteers and members in their roles through training, mentoring, and shared learning.
- **Ethos:** Emphasise that learning is self-directed and non-formal, focusing on sharing skills rather than obtaining qualifications.
- **Scope:** Applies to all trustees, committee members, group leaders, and interest group coordinators.

2. Principles of Training

- **Accessibility:** Training will be provided in various formats (e.g., in-person, online, written guides) to accommodate different learning styles (visual, auditory, physical).
- **Support:** New group leaders will be provided with a mentor or similar
- **Accessibility & Equality:** Training, including venue selection for training events, will align with Equality, Diversity, and Inclusion policies.

3. Key Training Areas

- **Induction:** New committee members and group leaders will receive induction on u3a principles, legal responsibilities, and safety procedures.
- **Safeguarding:** Training to recognise and report risks to vulnerable adults,
- **Data Protection & Legal:** Training on using Beacon (if applicable) and handling member data safely.
- **Risk Assessment:** Training for group leaders on conducting risk assessments for venue-based or outdoor activities.
- **Finance** Training for treasurers and leaders on financial management

4. Resources and Responsibility

- **Responsibilities:** The committee is responsible for ensuring training needs are identified and met.
- **Resources:** Utilize resources from the Third Age Trust, including the national website, workshops, and advice.
- **Peer Support:** Encouraging the sharing of skills within the local u3a.

5. Monitoring and Review

- The policy will be reviewed every 2 years to ensure it remains relevant and effective.