

**Recommendations**

Learning and Development Strategy Action Plan

### General

There needs to be recognition of capacity issues across the system, there is an expectation that the burden of activities does not fall on a minority of willing partners.

There should be a fair and equitable distribution of tasks across the sector, with a value being placed on what people can offer.

### Training Development

A skills audit should be developed and circulated to assess need for training and identify competence in subject matters.

When a need for a specific training course has been identified WCVA will approach the organisations that have declared an interest in the development of that training content to understand capacity and ability to develop the training at that time. There will be opportunity to co-develop training with other partners. Partners agreeing to develop the training will be recompensed.

If no partner is identified the training development will be commissioned externally as a last resort.

Note: Not all CVCs responded to the survey, so follow up work is required to fully understand all organisations willing to develop training, so all are afforded the opportunity.

### Training Delivery

A lead training delivery partner will be identified for each course, based on competence and capacity. They will be supported by partners from each of the regions in a co-delivery approach and to ensure the local context is retained.

Note: Concerns regarding logistics should be resolved via the co-ordination by the practitioner network on an annual basis on collaboration with partners.

### Co-ordination

The co-ordination of the training will be completed by the learning and development practitioner network. It will be responsible, in collaboration with the training providers for setting the annual calendar of training.

### Administration

Implementation of Event Bright as the booking tool for training. There will be one partner organisation per region established as an administrator. Courses deemed as national will be shared equally among these partners.

Note: It is not deemed feasible to rotate due to the resource required to implement and embed he system. Partners should commit to an initial period of three years. However, the administration system should be reviewed annually to ensure it is efficient and fit for purpose.

### Marketing and Promotion

One partner organisation per region will be responsible for the development of editable marketing and promotional material. It will develop marketing material in both English and Welsh to distribute to local CVCs who will be able to add in their own branding and share with their community and voluntary members. Those coursed deemed national will be shared among the designated CVCs responsible for marketing and promotion for the development of the relevant materials.

Note: The effectiveness and efficiency of this approach should be reviewed after the first year.

### Platform

The majority of training will be offered online and the preferred platform is Zoom. Where a CVC does not have a Zoom license, they will be supported by a neighbouring partner organisation. Solutions will be implemented to support digitally excluded.

### Quality Assurance

The Learning and Development Practitioner Network establish a Quality Assurance subcommittee with specific terms of reference.

Note: There are a number of issues which will need exploration such as the mix of accredited and non-accredited courses and the actual implementation of the quality assurance system.

### Financial Strategy

A subcommittee of the Learning and Development Practitioner Network should be established to consider fees and develop an itemised financial strategy recognising several concerns raised during the engagement exercise, including:

* Paid for courses
* Free courses
* Sliding scale of charges to account for CVC members; non-members; individuals and statutory organisations
* Application of a bursary

### Bilingual

Through the engagement exercise suggestions were offered regarding how a bilingual approach can be delivered. These need further consideration with clear actions to be incorporated into the strategy going forward:

* Not all CVCs have Welsh speaking staff members to enable the delivery of all training bilingually. Organisations partner with those that have the capacity.
* Welsh speaking trainers need to be identified.
* All trainers at least provide welcome and introductions in Welsh
* Consider commissioning online translation where necessary
* Course materials all produced bilingually
* All core training offered in both English and the medium of Welsh