



## Al-Emaan Centre Staff Training Budget Policy

January 2025

### **Purpose:**

Al-Emaan Centre recognizes the importance of ongoing professional development for its staff. This policy outlines the guidelines for allocating resources to staff training and development and applies to all PAYE staff members.

### *Budget Allocation:*

- The organization will allocate £500 for each PAYE staff member to be used for staff training and development. This is a yearly budget, cannot be rolled over if unused and must be authorised and approved by a line manager.

### *Time allocation:*

- All staff will be allowed 1 week of training or development activities per year, which will be considered as paid work.

### *Approval Process:*

- All staff training requests must be submitted to the line manager (Director of Operations) for approval.
- AEC will prioritize training opportunities that align with staff delivering towards its mission, values, and strategic goals.

### *Training Areas:*

- Training areas may include but are not limited to training programs, workshops, conferences, leadership development, fundraising, Islamic studies, community engagement, and other relevant fields, plus relevant certifications that contribute to the professional growth and effectiveness of staff.
- Retreat. Staff members are to be able to take 3 days of retreat a year for their own growth and spiritual development. This stands aside from annual leave and should not be taken with family or friends. The retreat format must be discussed with the line manager (Director of Operations) beforehand and taken with due regard for operational needs.

### *Implementation:*

- Staff members may be required to share their learning with the wider team upon completion of training.

### *Review and Amendments:*

- This policy will be reviewed periodically to ensure its continued effectiveness. Amendments may be made as necessary, with proper communication to all staff members.

Acknowledgment:

I acknowledge that I have received and read the Al-Emaan Centre Staff Training Budget Policy and understand my rights and responsibilities regarding training.

[Signature] \_\_\_\_\_ [Date] \_\_\_\_\_

For inquiries or concerns related to this policy, please contact us at [info@al-emaan.org.uk](mailto:info@al-emaan.org.uk).

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