

Training Procedure

Introduction	Training is provided to staff in order that they are competent to carry out their allocated activities in the club licensing process.
Scope	For the key staff operating within the Licensing Administration of the Scottish FA. All staff undergo training and development in their wider roles within the Scottish FA. This procedure does not include this activity.
Objective	To ensure that staff involved in club licensing are competent to carry out the role allocated and that training and an evaluation of this is carried out effectively.
Responsibility	Club Licensing Manager (LM)
Issue Number	One season 2005/6
Approved by	LM

Step	Description	Responsibility
1.	Staff qualifications and/or experience are documented on a club licensing specific training record.	LM
2.	Specific club licensing training will be documented on this record. This will be prepared and agreed with each staff member.	LM
3.	Training will be provided to each staff member to ensure that they are knowledgeable about the process and their allocated role.	LM
4.	Staff will assess the training provided and will provide feedback to the LM on its effectiveness.	LM
5.	Staff and the LM will agree further training where necessary.	LM
6.	Annually the Review Body will review the Training Procedure and the training provided.	Review Body