BINA PATHWAYS

Training supervision and practical competence

BP-PUB-19-20261106-v1 | Owner: Recruitment lead and competent assessors | Review by 6 November 2027 or earlier on material change

Required learning

Match induction and training to the actual role, adult or children's setting, risks and duties. Required company and site induction and mandatory work-related training are treated as working time and paid where law requires. A policy signature or course certificate alone does not establish practical competence.

Practical authorisation

For specialist tasks, obtain the documented assessment and host authorisation described in the clinical competence policy. Keep assessor identity, methods, date, outcome, restrictions and review triggers. An unqualified administrator cannot approve clinical skills by checking a training expiry alone.

Supervision

Check welfare and suitability after the first assignment, supervise proportionately and at least every three months while actively deployed under the handbook, and appraise annually. Incidents, concerns and role changes trigger earlier review. Identify support, adjustments, development actions and who will verify improvement.

Learning evidence and fees

Preserve actual attendance, assessment, feedback and acknowledged versions. Accept suitable independent training. Optional Academy purchases are separate from work-finding and do not guarantee deployment. Any permitted employee-funded prerequisite is actual cost, disclosed in advance and subject to legal and minimum-wage checks.

Learner rights and quality

Explain course scope, attempts, pass requirements and limits. Provide accessibility support and a fair assessment appeal. Do not claim external approval or a regulated qualification without evidence. Retain historical results and certificates under the justified schedule rather than replacing them during an update.

Related controlled procedures: Staff handbook sections 17 and 21; Academy purchasing terms. Use Operational Action Guide BP-ACT-2026-11-06-v1 for the responsible person, action, deadline, escalation and record. Accessible copies: admin@binapathways.co.uk or 07337 541218.