

## STAFF TRAINING AND DEVELOPMENT POLICY

### 1. THE SKILLS CENTRE COMMITMENT TO TRAINING AND DEVELOPMENT

The Skills Centre recognises that business performance and success depends on the professionalism, flexible skills, motivation and team working of its employees. Consequently, the company is committed to the continuous personal development of employees and will provide the necessary support to ensure each individual has the skills and knowledge required to carry out their job role effectively.

### 2. TRAINING AND DEVELOPMENT AIMS

The Skills Centre's aim with regard to training and development is:-

To ensure employees' skills, knowledge and behaviours are in line with the company's vision and objectives so that employees can carry out their job roles effectively and make a full contribution to the business.

To this end, The Skills Centre will identify training and development needs, provide appropriate training and development activities and generally encourage employees to improve their skills and knowledge and reach their full potential.

### 3. RESPONSIBILITY FOR TRAINING AND DEVELOPMENT

Responsibility for training and development rests ultimately with the Quality Assurance Manager. However, individual employees have a responsibility to think carefully about their own training needs, how training might improve their job performance and how their training needs might best be met.

The Skills Centre's management will provide advice and guidance throughout and a range of appropriate training and development opportunities, and sector experts will provide the sector -specific guidance required. All employees are also encouraged, wherever possible, to help others in their efforts to improve their skills and knowledge in a spirit of co-operation and exchange.

### 4. CONTINUOUS PROFESSIONAL DEVELOPMENT

It is the responsibility of the Quality Assurance Manager, working with the Internal Quality Team, to ensure that all delivery staff (Assessors, Tutors,

etc.) undertake at least 40 hours of CPD activity a year.

#### 5. The Skills Centre define CPD activity as:

Recognised qualifications that are relevant to delivery to learners (such as an Assessor delivering a new qualification in Civil Engineering should undertake the qualification themselves before delivery commences)

Short course or online courses that enhance the delivery process to learners, such as Equality and Diversity courses, Safeguarding courses or courses linked to Health and Safety (First Aid, COSHH, RIDDOR Reporting, etc.)

Research (online and offline) against topics/criteria linked to delivery, such as changes to qualification structure by Awarding Bodies, updates to internal inspections from bodies such as Ofsted or industry updates such as changes to materials used in Construction as this will impact assessment processes on-site.

#### 6. THE PROVISION OF TRAINING AND DEVELOPMENT

The Skills Centres priorities for training and development will be identified annually by the management team as part of the business planning process. Staff will feed into this process through the online annual staff survey. Staff at induction sign up to co-operating fully with training and development actions and to promoting these ideals.

Priorities will determine available resources for training and development activities and will guide managers in the identification of individual needs during the Performance Appraisal process.

Individual training and development needs will be identified through the Performance Appraisal process. Performance Appraisals occur on an annual basis detailing specific performance improvement actions with a time frame.. This is a two-way discussion between the line manager and the individual and all needs will be agreed jointly. As a result of this, a Personal Development Plan (PDP) will be drawn up for each employee.

Individuals will receive training and development in accordance with their Personal Development Plans. Training and development activities will include on-job training, mentoring and coaching, external training courses, e-learning, attendance at seminars and conferences, the circulation of journals and press articles, project work, etc. Careful consideration will be given to appropriate training solutions, which will be a matter for discussion between the manager and individual.

The Skills Centre encourages further education including study for external qualifications and, where appropriate, support will be given at the discretion of management. The ability of the individual, the relevance of the studies/qualification to The Skills Centre's work programme, and manpower and financial implications will be taken into account in reaching decisions about where further education is appropriate.

## 7. EQUAL OPPORTUNITIES

At all times, The Skills Centre will ensure that equal access to training and development opportunities is given to every employee, regardless of the job that they do, their age, race, gender or disability. Equal thought and consideration will be given to training and development needs and flexible training solutions will be provided to give every employee an equal chance in accessing development opportunities.

## 8. THE EVALUATION OF TRAINING AND DEVELOPMENT

The Skills Centre will review the effectiveness of its training and development activities each year through its Self-Assessment Report to ensure that training is contributing to business performance, meeting individual training needs and is cost-effective. Both managers and employees will participate in this review. The review will identify improvement areas and provide something to build on, ensuring the company gets better at developing people.

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