

Training and Development Policy

The Company is committed to lifelong learning and encourages all its employees to improve their skills and qualifications and develop their prospects for onward career progression, with responsibility shared between the Company and employees themselves.

The Company bases training and development opportunities on the requirements and objectives of the business, and decisions about investment in staff training and development are also based on business need and objectives.

The Company is committed to ensuring that access to, and decisions relating to, training and development should be made fairly and consistently, and equality of opportunity should be provided for all staff in this area. The Company will ensure that no employee is prevented from receiving training on grounds of race, colour, nationality, ethnic or national origin, gender, disability, sex or sexual orientation, marriage or civil partnership status, pregnancy or maternity, religion or belief or age.

This policy sets out the training entitlement provided by the Company, any compulsory training and details of any compulsory training that the Company does not pay for, as required by employment legislation.

Unless otherwise stated, this policy applies only to employees, including part-time employees and fixed-term employees. It does not apply to agency workers, consultants, contractors, volunteers, interns or casual workers.

This policy does not form part of any contract of employment and we may amend it at any time.

Induction

On joining the Company, you will receive an induction, which will include, where appropriate:

- training in any systems you may be required to use in the course of your employment;
- health and safety training relevant to your role;
- site visits;
- introductory meetings with colleagues

Roles and responsibilities

The Company views training and development as the responsibility of all within the organisation, and so employees are expected to take responsibility for identifying their training and development needs, in co-operation with their managers.

If you are booked to attend training, you are expected to attend it, to complete any additional tasks involved and to report back to your line manager on the quality and relevance of the training once it is completed. Failure to attend booked training without good reason may be treated as misconduct and addressed under the Company's Disciplinary and Capability Procedure, particularly if the training is part of a formal performance improvement plan.

Managers have a responsibility to ensure that the skills and knowledge of more experienced staff members are shared with more junior employees to ensure that learning occurs in a planned way.

The Company encourages line managers to provide coaching and mentoring support for staff who are undergoing training and development.

Line managers have a responsibility to monitor and evaluate the effectiveness of learning for employees who have undergone and development. Line managers can contact [POSITION] to give feedback on internal and external training programmes, including their quality and cost-effectiveness. Line managers should ensure that employees implement the skills that they have gained through training.

Gary Robinson has overall responsibility for the effective implementation and regular review of this policy.

Training opportunities during employment

During your employment:

- You will receive a development plan as part of your appraisal process, in which you will have the opportunity to discuss and agree further opportunities for training in appropriate [technical, managerial, interpersonal, specialist] skills;
- The Company will also support you with [paid **OR** unpaid] time off, provision of facilities and payment of tuition fees should you enrol on an external course approved in advance by the Company with a view to gaining a recognised [professional **OR** vocational] qualification which may benefit both you and the Company
- Your performance will be evaluated annually, but if, in the interim, there are any matters which cause you concern about your role, you should discuss them with your line manager as soon as possible.

Compulsory training

There is no training that it is compulsory for you to undertake. However, all employees are strongly encouraged to take advantage of the training and development opportunities that the Company offers.

Training costs

If the Company agrees to fund some or all of the costs of your study or training, we may require you to enter into an agreement with us under which you would be liable to repay to us all or a proportion of the funding we provide if your employment with us terminates for any reason within a specified period. If that is the case, we would not provide the funding until you have signed the agreement. Repayment would typically be by way of deduction(s) from your salary and/or any other sums we may owe to you.

How to request and book training

Decisions on the suitability and applicability of a development or training request will generally be determined through the performance review process, during which individual and development needs are identified within a personal development plan.

Employees can request training and development at any time but training and development needs will usually be identified within the performance review process, as outlined above. You should address requests to your line manager.