

Staff Development Policy

1. Staff Development

Staff development, which includes all aspects of training, is one of the companies' main aims and is part of the company 3-year plan.

Staff development is to include all activities, which are undertaken by and for staff in order to maintain, up-date and enhance their work knowledge, skills and capabilities, alongside personal skills learnt for self-development.

2. The Purpose of Staff Development

The purpose of the Staff Development Policy is to link staff, their performance and development to the achievements of the Companies operational and Strategic objectives and its commitment to continuous improvement and excellence.

3. Guiding Principles

The following principles guide the Staff

Development Policy and apply to all aspects of staff development.

All employees regardless of age, grade, gender, disability or ethnic background or nature of their contract of employment are expected to undertake staff development and training, which is viewed as a continuous process throughout their employment.

. Staff are required to assume responsibility for their own development and training, which includes both participation in planned activities and making use of opportunities to learn when they are presented.

. Staff development and training is an obligation

for line managers who are responsible for

identifying individual

training and development needs and supporting and encouraging staff.

- . Accountability for staff development and training rests with management.
- . Staff development and training provision will be evaluated and reviewed to ensure it is adequate, relevant, effective and provides value for money.

4. Priorities for Staff Development and Training

Identified strategic priorities for staff

development and training, in the short to medium term are:

- . Staff development and training to support attainment of professional qualifications. Leadership and Management development.
- . Staff development priorities will be regularly reviewed by the Directors and Training Managers

5. Development Plans

The Directors and Training managers will be required to prepare training and development plans, which will reflect the achievement of the companies' strategic plans and outcomes of the appraisal for each staff member.

These plans will be approved and reviewed annually by the Directors.

6. Review of the policy

The Staff Development Policy will be revised and updated every three years

Next Policy review date 31-07-2018