



Training & Development Policy

General

The Company recognises the value and importance of providing opportunities to all its staff, to develop their job-related knowledge and skills. It expects that with development and training, individual effectiveness will increase, and employees will make a richer contribution to the work of their department in support of the business.

It is The Company policy to provide sufficient development and training to ensure the implementation of company's policies are designed to meet its obligations as an employer.

It is the Company's policy to provide induction training for all new staff. Induction training must also ensure an understanding of individual responsibilities in the workplace.

It is the Company's policy to provide and support development and training for those at or near the beginning of their working lives, to enable them to gain suitable technical or professional qualifications and/or experience on which to base their subsequent career development.

It is the Company's policy to provide and support further development and training when required to maintain and enhance the standards of performance over a period.

It is the Company's policy to provide and support development and training for any members of staff faced now, or in the foreseeable future, with new work, new organisation, or a new work environment, to help them to deal competently with their work. The Company also recognises the value of opportunities for members of staff to maintain their flexibility and potential, with a view to making any later changes in work content or work environment easier to accommodate.

The Company's Responsibilities

The Company has appointed Mal Ullah (Compliance Director) as the person to oversee implementation of the staff training and development policy.

The Company will allocate funds to allow statutory training to be undertaken. Other training funds will be considered alongside other demands on The Company budget.

The Company will provide guidance for Mal Ullah in meeting their obligations as listed below. An initial review of this policy will be carried out twelve months after approval. Subsequent reviews will be at two yearly intervals.

Operational Responsibilities

The Company expects Mal Ullah:

- to monitor and identify, by means of review procedures, areas of their work which could be assisted by training and development activities.
- to identify requirements for statutory training
- to develop a training and development strategy in support of the Company's policies and objectives

- to produce a staff training plan based on a need's analysis for each post or type of post.
- to identify costs of statutory and other training requirements
- to prioritise non-statutory training
- to undertake or support staff development and training activities to achieve the Company's policies and objectives.

The Company expects members of staff with supervisory responsibilities to support the development and training of their staff to achieve the Company policies and objectives. The Company expects members of its staff to take responsibility for their individual effectiveness, personal and career development. Members of staff will be required to participate in such systems of periodic reviews, training and staff development as may be agreed from time to time by the company.

All members of staff will be reviewed monthly by their line manager to ascertain any further training and development needs.

Implementing the Policy

Primary responsibility for the planning and implementation of staff training and development lies with Mal Ullah. To assist with this, Mal Ullah should use:

- their internal strategic planning and review processes
- periodic reviews, informal interviews, staff feedback and records to identify current and future training and development needs and plan to meet them.

Central to the implementation of the policy is a department's training plan which should identify either everyone's training needs and how and when these are satisfied. Training needs may be individual or by type of job.

The Company Will Provide Training for Staff Within the Following Areas:

- statutory requirements for health and safety and other training
- when staff are new to the Company or to the department:
 - appoint mentor.
 - use induction checklist.
 - provide induction programme.
 - allow attendance at central induction events.
- when staff are at or near the beginning of their working lives:
 - teaching, learning and research skills and knowledge.
 - professional and technical skills training
- when members of staff take on new management or supervisory responsibilities:
 - financial management training for budget holders
 - first-line supervisory management training
 - management development
 - continuing professional development for all
 - professional and technical updating
 - training for new technologies and processes
 - adapting to a changing work environment
 - personal organisation and communications skills
 - ICT skills
 - Health & Safety
 - Equality & Diversity
 - GDPR

Mal Ullah should consider group development needs as well as individual. They should consider a range of development methods to meet these needs:

- departmental development events or activities
- inviting contributions from external experts or facilitators
- external courses and conferences
- programmes of self-study
- professional or technical qualifications
- short courses provided by The Company (Staff Development, IT, Health and Safety Equality and Diversity)
- IHasco e-learning courses
- working with a mentor
- working as a mentor
- keeping a learning journal to reflect on feedback or experience.
- job rotation

Financial Responsibility

Mal Ullah will be the person that co-ordinates and authorises all training and development expenditure.

Name: Mal Ullah

Position: Compliance Director

Date: 13/07/2021

Signed: *Mal Ullah*