



Integrated Services Limited

STAFF TRAINING AND DEVELOPMENT POLICY

DOCUMENT NUMBER	WAL/TDP/2014-11	VERSION/REVISION	1/0
PREPARED BY	HR/Admin Officer	REVIEWED BY	Operations Manager
APPROVED BY	CHIEF EXECUTIVE	RELEASED DATE	October, 2014

1.0 INTRODUCTION

Walls Integrated services Ltd is committed to the support of staff development for all staff to facilitate personal and professional development, enabling individuals and groups to achieve their full potential at work.

The management of Walls recognises that as an organisation concerned with quality and timely delivery of work special responsibility to encourage and support learning for all members of staff is essential to improved operational efficiency.

Our operational success is based largely on the contribution, commitment and achievements of individual members of staff; working individually and in teams or groups.

The Management wants to support staff in the performance of their designated roles and to help them to fulfill their potential during the course of their employment.

Training and development includes any activity, which contributes to the enhancement of employees' knowledge, skills, competence, and working practices.

Central to the implementation of the policy is the Walls annual training plan, which identifies general training needs across all operations, individual training needs and specifies how and when these are to be met.

A range of development methods will be used to meet these needs: this may include (but is not limited to:

- Formal training courses,
- Seminars and Conferences
- E-learning presentations
- Secondments, Coaching and mentoring
- Training for professional qualifications
- On the job training

1.1 Applicability

There will be equality of access to staff training and development opportunities for all staff; No member of staff will be treated less favourably than another.

Involvement in staff training and development will be determined only by personal merit, performance and by the application of appropriate criteria.

1.2 Identification of Staff Development Needs

An assessment of the skills of individuals, when they are appointed to a new role, will lead naturally to the identification of their need for training and development, related to duties that they are to perform.

In addition, staff training and development needs shall be identified using the following techniques:

- Skills audit
- Employee feedback
- Staff performance appraisal.

It is our policy that all staff have at least one annual performance review a year with their Line manager, at which time, training and development needs will be assessed and ways of meeting these will be identified, and an appropriate timescale agreed.

2.0 RESPONSIBILITIES

2.1 Human Resources/Admin Officer

1. It is the responsibility of the HR /Admin Officer to oversee implementation of Walls training and development policy.
2. The HR/Admin Officer will be responsible for the budget for statutory training to be undertaken
3. The HR/Admin Officer will work with Unit Heads to identify statutory training requirements and ensure these are met.

2.2 Unit Heads

The Unit Heads will be responsible for:

1. The planning and implementation of cost-effective training and prioritising non-statutory training
2. Identifying areas of their own work and work done by staff for whom they are responsible which could be assisted by training and development activities;
3. Ensuring their staff attend all statutory training requirements and that new staff reporting to them are provided with appropriate induction training;
4. Ensuring that all staff for whom they have line management responsibility receive regular feedback on their performance, and that end of probation performance reviews and annual performance reviews are completed on time, with clear objectives set, and any training needs clearly identified
5. Developing a training and development plan which supports corporate and departmental objectives, and regularly reviewing this to ensure that planned training is being delivered on time and that it meets the stated objectives;
6. Ensuring that staff who are attending organised training know the reasons for the training, its objectives, the expected outcomes and standard of performance, then

ensuring that their performance is measured against this and the training properly evaluated

7. Ensuring that staff who are undertaking professional qualifications are given the appropriate support and encouragement, and that regular monitoring is done to ensure they are proceeding well with their studies
8. Supporting the HR Officer in the implementation of this policy

2.3 Individual responsibilities

Walls aims to create an environment where staff take shared responsibility for their own individual effectiveness, personal and career development.

All members of staff are required to participate in staff performance reviews, and to make all reasonable efforts to attend training and staff development as may be identified and agreed from time to time.

2.3.1 Individual training expenses

Walls is fully committed to the career development of all employees and are therefore willing to meet the costs associated with necessary and identified personal study and training focused on Walls requirements.

Expenses incurred attending short term training courses, seminars etc during normal working hours, will be dealt with under our normal expense procedures.

2.3.2 Study Leave and Professional Development

Walls will consider financial support for costs associated with training for proficiency at work and/or career development.

Members of staff who are interested in pursuing longer-term training opportunities in excess of one week will be required to complete an Application for Staff Training and Development Scheme of Assistance Form, which includes a repayment agreement clause should he/she leave within 2 years of completion of the training, or abandon the training without good reason.

Staff who have been accepted for a course must attend regularly and schedule their annual leave to avoid being away for any course or examination dates.

Walls reserves the right to ask course organisers for periodic reports on any member of staff's progress.

In the event of examination failure, Unit Heads should consider the individual's circumstances and seek the Bursar's permission before any additional course fees, or payments for re-sits are made.

3.0 Implementation, monitoring and review of this policy

The HR Officer has overall responsibility for implementing and monitoring this policy, which will be reviewed annually.

The Chief Executive shall ensure the provision of resources for the implementation of this policy

CHRISTIAN NMAH
CHIEF EXECUTIVE
October, 2014