

1. Introduction

- 1.1 <<State Company the contribution its employees make to the Com
- 1.2 Through its staff ent activities, the Company is committed to ena p within their role and achieve the highest possi
- 1.3 This Training and s been developed in line with the Company's c y and reflects a belief in the need to develop temporary employees, whether employed on a fu s. It is based on the principles that the Company
- views its as well as a cost, and believes that it sho
 - believes e the potential to grow and develop, a o provide opportunities for this growth;
 - shall base and development opportunities on the rec s;
 - shall ensu cedures are in place to plan, deliver an d development activity;
 - believes t a crucial role to play in staff training an
 - regularly of investment in staff training and deve at adequate and appropriate resources

2. Induction Training

- 2.1 All new members induction on their job role and the Company as also provides health and safety induction training
- 2.2 All staff will atten day as soon as possible after their start date. [tion course will be arranged at the same time as oyment is made.]

3. Training and Develop

- 3.1 The Company training and development opportunities to s road categories:
- Programm hancement of skills for an employee e include internal and external

S

A

M

P

L

E

courses provided to employees

- Programme The Company provides continuous training to gain further knowledge <<State Job Title>>.
- Programme These may include courses in <<State e.g. Fire Safety>>.

3.2 The Company's training programme covers a wide range of activities on an individual or team basis, in or away from the workplace, formal or more informal basis. Training offered includes:

- Formal courses
- Conferences
- Workplace training such as mentoring, secondments, job shadowing and job rotations;
- On-the-job training
- Personal development

3.3 Decisions on the content and training programmes will be determined through a review process.

4. Roles and Responsibilities

4.1 The responsibility for training and development initiatives rests primarily with managers. Subject to budgetary constraints and time, employees should normally discuss development needs with their line manager as part of the performance review process.

4.2 <<State Job Title>> has a responsibility to monitor and evaluate the training and development initiatives undertaken by employees.

5. Individual Requests for Training

Employees can request training at any time but this will usually be done within the performance review process. Requests should be made to the employee's line manager.

6. Monitoring of Investment in Training and Development

The Company must monitor the costs invested in training and development activities and the outcomes achieved by employees. e.g. the HR Manager>> is responsible for this process and reports its evaluation findings for future business planning and continued investment in staff training and development.

training relating to the skills that

personal or academic qualification. Employees who wish to do so to pursue a qualification should be encouraged and where appropriate to gain further knowledge <<State Job Title>> details are available from <<State Job Title>>.

management or leadership focus.

includes courses in <<State e.g.

development programme covers a wide range of activities on an individual or team basis, in or away from the workplace, formal or more informal basis.

such as mentoring, secondments, job shadowing and job rotations;

and training programmes will be determined through a review process.

on

ing and development initiatives with managers. Subject to budgetary constraints and time, employees should normally discuss development needs with their line manager as part of the performance review process.

has a responsibility to monitor and evaluate the training and development initiatives undertaken by employees.

oment

ment at any time but this will usually be done within the performance review process. Requests should be made to the employee's line manager.

velopment

ces invested in training and development activities and the outcomes achieved by employees. e.g. the HR Manager>> is responsible for this process and reports its evaluation findings for future business planning and continued investment in staff training and development.

S

7. Equal Opportunities

Decisions relating to training should be made fairly and consistently, and equal opportunities should be provided for all staff in this area.

Decisions relating to training should be made fairly and consistently, and equal opportunities should be provided for all staff in this area.

8. Recording of Training and Development Activities

Following a performance appraisal, a copy of the agreed personal development plan will be placed in the employee's personnel file. This information is collated for the annual review of the Company's Training and Development Plan. All training and development activities by staff will be recorded by the HR Manager on completion of any internal or external course the employee attends. A course evaluation form and return it to <<State Job Title e.g the HR Manager>>. Regular analysis of training evaluation forms will be carried out by <<State Job Title e.g the HR Manager>>.

Following a performance appraisal, a copy of the agreed personal development plan will be placed in the employee's personnel file. This information is collated for the annual review of the Company's Training and Development Plan. All training and development activities by staff will be recorded by the HR Manager on completion of any internal or external course the employee attends. A course evaluation form and return it to <<State Job Title e.g the HR Manager>>. Regular analysis of training evaluation forms will be carried out by <<State Job Title e.g the HR Manager>>.

9. Data Protection

In managing an employee's performance, the Company processes personal data in accordance with its Data Protection Policy. Data collected as part of the Training and Development Policy is used for the purposes of managing the employee's performance within the Company.

In managing an employee's performance, the Company processes personal data in accordance with its Data Protection Policy. Data collected as part of the Training and Development Policy is used for the purposes of managing the employee's performance within the Company.

10. Policy Review

This Training and Development Policy will be regularly reviewed and updated by <<State Job Title e.g the HR Manager>> as necessary.

This Training and Development Policy will be regularly reviewed and updated by <<State Job Title e.g the HR Manager>> as necessary.

A

M

P

L

E