

AC&N EDUCATION CENTRE

Staff Development Policy

ACN_SDP07

Policy Statement

AC&N EDUCATION CENTRE acknowledges the benefit to both staff and the company in providing employees with opportunities to engage in further development and training.

Staff will be supported in accessing the necessary training in order to perform in their job role at AC&N EDUCATION CENTRE through internal training and attendance to external events where appropriate.

All staff are also encouraged to seek out further opportunities for their own academic development. AC&N EDUCATION CENTRE will assist employees in this regard by notifying them of any training events that may be of benefit to their development, and by permitting attendance and assisting with learning resources where required.

AC&N EDUCATION CENTRE aims to ensure that:

- Each member of staff understands what his or her work role involves
- Each person is developed as appropriate, to enable them to achieve their work objectives
- Staff are prepared and equipped to deal with changes in AC&N EDUCATION CENTRE.

Principles of The Training and Development Policy

Training and development can be defined as any activity designed to help individuals become more effective at their work by improving, updating or refining their knowledge and skills. It encompasses a range of activities including, for example, involvement in various projects, attendance at training courses, conferences or seminars, visits to other organisations, work shadowing, formal study, coaching and mentoring.

AC&N EDUCATION CENTRE believes that training and development is a continuous process. There is an expectation that staff will keep abreast of developments within their own area of expertise.

The responsibility for identifying training and development needs and carrying out agreed training and development activity is shared between the Line Manager and the staff member. AC&N EDUCATION CENTRE will encourage and support appropriate training and development. Reasonable time and financial support may be allocated.

Line Managers are responsible for providing support and guidance in relation to the training and development of those reporting to them, particularly in relation to the identification of training and development needs and making sure that appropriate action is taken as a result.

Each member of staff is expected and encouraged to take ownership and responsibility for their personal development in relation to their work, within the framework of support provided by AC&N EDUCATION CENTRE. This includes analysing their own skills, aptitudes and potential development needs, as well as having a positive attitude and proactive approach to development.

AC&N EDUCATION CENTRE will monitor and evaluate training and development activity to review and improve provision. All staff are expected to participate in the evaluation of training and development.

Process for Accessing Training

The extent to which a training and development activity can be supported by AC&N EDUCATION CENTRE will depend on a number of factors including:

- The relevance of the development need to achieving the strategic plan
- Financial costs
- Hidden costs – including, for example, the amount of work time required to complete the development activity
- Any additional cover required and the impact on colleagues
- The amount of development support that it is reasonable for any one member of staff to undertake in a given period
- Availability of funds in the training and development budget
- Parity with similar applications.

AC&N EDUCATION CENTRE is an equal opportunities employer, committed to providing equal opportunities to all employees. AC&N EDUCATION CENTRE ensures that appropriate and regular training is given to staff members with regard to equality of opportunity and ensures that Line Managers and supervisors are aware of their responsibilities and are appropriately equipped through training and development activities.

Any new training initiatives will be planned as a result of a training needs analysis. In addition, AC&N EDUCATION CENTRE is committed to reviewing training initiatives so that relevant training and development is provided for skills in specific job areas, where work procedures have changed or where new standards are introduced.

Development needs may be identified at several levels: those that apply to the Group as a whole, those at a departmental or team level and those which apply to a particular individual (or group of individuals).

Group training needs will be identified through the planning and budgetary process.

At the individual level, one to ones between the staff member and his/her Line Manager is the main vehicle for recognising and planning training and development. Line Managers are responsible for ensuring that individuals' training needs are followed through.