

# INTROTRAIN & FRORUM LTD (IFL)

*EDUCATION & TRAINING*

## POLICY AND PROCEDURE FOR CONTINUAL PROFESSIONAL DEVELOPMENT (CPD)

### INTRODUCTION

IFL acknowledges that professional development is integral to personal job satisfaction, workplace productivity, reward, and recognition, and is critical to the achievement of the company's mission and vision for continuous improvement in the quality of its programs and services. Continual professional development is a mandatory requirement for all assessors and a record must be kept of the required annual minimum hours for all sectors that staff are assessing in. Salon assessors are also required to do this, and it is the responsibility of the allocated IQA to monitor this is being done.

IFL is committed to providing a supportive and rewarding environment for employees and recognises that the quality, responsiveness, and professionalism of its workforce are linked to the further development of their skills and competencies.

IFL is as far as is feasible within its available resources, committed to providing employees with

- The opportunity to plan and develop skills, knowledge and attributes that complement the company and work unit goals.
- The opportunity to participate in career development activities that extend and enhance their capabilities and capacity for advancement within the company as a training provider.
- Equity of access to professional development opportunities within our boundaries of training apprentices.
- Staff must also ensure they continue to develop their own expertise in the occupational areas they deliver the practical skills.

### PURPOSE

This policy seeks to balance the needs of staff for professional development, the needs of the company for properly qualified staff, and the need to staff the company's services.

The purpose of this policy is

- to encourage and support employees in their professional and career development as part of their employment with the company;
- to provide administrative guidelines to facilitate fairness and equity in the application of these general principles.

## **POLICY**

### **1. Position-specific professional development**

Where IFL directors decides that it is necessary for a staff member to acquire a particular skill, to learn specific material, or to acquire specific qualifications in order for them to carry out the duties attached to their existing position, the company shall be responsible for all costs incurred in acquiring that skill, that learning, or that qualification, and the staff member shall, where necessary, be given permission to attend any such course within working hours.

It would normally be expected that any such requirements would have been considered in the drawing up of a position description and set out in the criteria for selection; it would thus seldom be the case that continuing employees would be required to acquire new qualifications, but to ensure current skills within qualifications are kept up to date through staff standardisations sessions, robust observation of learning , followed by learning checks and the sharing of good practice.

### **2. Non-position-specific professional development**

In its performance review procedures, the company shall in every case encourage the person concerned to explore their available professional development options.

Where an employee wishes to pursue further education or training, but the directors have not required that person to acquire a skill, to learn specific material, or to acquire specific qualifications to carry out the duties attached to their existing position, the company shall endeavor to facilitate such education or training through:-

- permitting (at the discretion of the directors, and considering the efficiency of the workplace) any rearrangement of working hours that would assist such development
- permitting (at the discretion of the directors, and considering the efficiency of the workplace) any use by the person of the company's equipment or services that would assist in that development
- permitting (at the discretion of the directors, and considering the efficiency of the workplace) any annual leave or unpaid leave arrangements that would assist in that development
- granting agreed study leave as necessary to attend examinations

Educational or training requirements involving reimbursement of fees or provision of paid study leave may also be negotiated as part of the contract of employment between the employee and the company.

## **RESPONSIBILITIES**

It shall be the responsibility of the directors to agree an appropriate expenditure budget to facilitate appropriate professional development opportunities for staff.

It shall be the responsibility of the MD to ensure that staff are offered and permitted appropriate professional development opportunities, considering the needs and of the individual as well as the needs and requirements of the company.

## **PROFESSIONAL DEVELOPMENT**

Professional development shall be taken to include orientation, induction and on-the-job training at salons that staff work closely with to deliver training to ensure skills are up to date, career development and teaching programs, internal or external courses, support for undertaking research or project work, support for participation in internal or external governance processes, attendance at conferences or seminars, and networking .

## **PROPOSALS FOR PROFESSIONAL DEVELOPMENT**

Employees shall be encouraged as part of the performance review process to take an active role in their own self development by recognising their own strengths and weaknesses and ensuring their own ongoing professional and career development and to apply their learning to its most effective use.

Any proposal by an employee for any change in their existing conditions of employment (hours of work, taking of leave, use of equipment, etc.) to facilitate their professional development shall be considered by the MD subject to: -

- the policy of the company to encourage such development where possible;
- the overall training needs and priorities of the company;
- satisfactory assurances from that person's line manager that the business of the company can be carried on satisfactorily in those circumstances; and
- equity in the provision of such facilitation between employees.

Any such agreement shall be fully documented in that person's personnel file.

Created by Carolyn Howard	February 2017
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