

INTROTRAIN & FORUM LTD (IFL)

Education and Training

POLICY AND PROCESS PROCEDURE FOR ENSURING STAFF PROFESSIONAL DEVELOPMENT

Introduction

IFL is committed to supporting and enabling all staff to achieve their potential, succeed in their roles and to deliver the companies mission and vision.

The purpose of this policy process is to provide staff with a framework that supports development to enhance personal performance and ensure we offer the expertise required to deliver apprenticeships in our sector.

Staff development encompasses the following: -

- Personal study – self evaluation to actively improve skills and knowledge to ensure expert delivery in the sector
- On line learning – an option to improve knowledge when travelling to events isn't an option
- Internal and external courses and workshops – to ensure up to date skills when required
- Conferences – information from awarding and other government bodies about the sector
- Work shadowing – ensuring standardisation as an essential part of the job role to learn and develop
- Teaching observations – to ensure improvements in teaching and training to receive constructive performance
- Mentoring and coaching – other staff and self-learning options
- Professional or technical qualifications – ensure occupational standards met ensuring highly skilled delivery staff
- Statutory or essential training – to ensure focussed areas are delivered in a professional manner

The following procedures apply: -

- Staff are expected to take responsibility for their own CPD
- Directors and line managers are expected to fulfil the strategic importance of creating a learning culture that ensures we have the skills to deliver in our sector to the highest standards
- Staff development must align to performance development appraisal system
- IFL will ensure equal access to learning opportunities to all staff according to our E&D policy
- Appropriate support will be given to staff members who fall below the desired standard

- Learning and development agreed for staff must be role relevant. Any development agreed must have identified budget agreed
- All learning and development must be evaluated by line manager to ensure it meets our needs and demonstrated value for money
- All staff are expected to complete statutory, essential/compliance training

Individuals are responsible for: -

- Reflecting on their own performance and identify weaknesses
- Seek and act on feedback
- Engage in performance development to effectively identify training and learning needs
- Make themselves aware of pathways progression relevant to their role
- Discuss and agree training with their line manager for appropriate roles
- Fully participate in all learning opportunities – and commit to completing courses
- Undertake statutory compliance training, including refresher training

Maintenance and updating of training in personnel files

- Ensure development activities are accurately recorded in staff files
- All staff must be responsible for updates staff files and training activities log at the front of the files
- It is the responsibility of staff to ensure records of training are added to the files

Staff must ensure they have read and understand all policies and procedures, which will be sent to training.consultants@introtrain.com by the person responsible for the annual update.

Key documents such as:

Safeguarding

Prevent

Equality & Diversity

Quality Assurance

IAG

All must be signed on the sheet at the front as evidence that staff have read and understand fully.

Appraisal is on an annual basis and again must be signed on the appraisal form and at the front of the folder.

Created January 2019 – reviewed and updated by Carolyn Howard
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