



# PERSONNEL POLICY

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**TITLE: STAFF DEVELOPMENT POLICY - CPD**

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The continuing professional development of **all** staff is of central importance in ensuring that the quality of teaching and learning provided for delegates/work-based learners continues to improve. The goals of HSB, to have a well-trained staff whose contribution and skills are valued. The provision of an effective staff development programme which provides ongoing training for **all** staff members.

Staff training takes place in a number of ways, including the following: by staff attending courses outside HSB provided by external agencies through work-based courses; through staff working alongside each other (team teaching); by running externally validated courses for HSB clients.

The Board of Directors regularly plan staff training programme. Staff Development and Review discussions take place annually between **all** staff members and the Operations Director or allocated reviewer. At the review individual job plans and training plans are agreed. Individual training plans will reflect a balance of HSB's need, and it is also driven by an individual's career aspirations.

Monitoring and review processes are in place to ensure that staff development activities lead to an improvement in the way staff do their jobs. The following monitoring strategies are in use:

- Individual written evaluation on completion of a course and discussion with a manager on follow-up dates.
- annual evaluation of training received against job plans and training targets set by the Operations Director and other managers observing the teaching and learning
- through Course Leader records and the learner reviews
- external agencies, for example Nebosh Audits/Quality visits

It is the responsibility of all staff to undertake training relevant to their work requirements and status.

Information about staff development opportunities is circulated to all staff.

Individual staff members are specifically targeted when relevant courses become available.

Time and resources are allocated to the training programme.

Money from the Budget shall be allocated to the staff development cost centre and is used for staff training purposes.