

	STAFF DEVELOPMENT STATEMENT	Ref:	IMS doc 133
		Issue:	4
		Date:	Apr 2017

POLICY

Clifford Devlin is committed to creating an environment that encourages development of all members of staff. The company recognises that the development of individuals brings both individual and organisational benefits and is therefore fully committed to providing opportunities for staff to enable them to reach their full potential in their role and supporting career development and progression.

The purpose of staff learning and development is to enable staff, individually and collectively, to enhance their knowledge, expertise and skills in order to enable them to fulfil their job roles effectively and support progression. We encourage staff to identify their development requirements as well as being supported in this process by their line manager.

The company recognises that staff development includes on the job learning, specific training in order to carry out the role, knowledge sharing with other staff, mentoring, coaching as well as general training.

Development should be actively supported and guided by line managers, divisional managers and directors.

ORGANISATION

In accordance with our Equality and Diversity Policy there is a commitment to providing equality of opportunity by ensuring that training and development opportunities are available to staff regardless of disability, gender or sexual identity, marital status, race, colour, ethnic origin, sexual orientation, age, ethnic original or nationality, trade union membership, political and religious beliefs.

All staff can expect:-

- Pre-employment commencement assessment/specification of training needs
- Induction
- Retention and review of competencies
- Training evaluation effectiveness review
- Annual Development and Review

	STAFF DEVELOPMENT STATEMENT	Ref:	IMS doc 133
		Issue:	4
		Date:	Apr 2017

Board & Divisional Managers

- Ensure all staff development plans and practices are based on this policy
- Allocate resources for identified needs ensuring the fair allocation of resources across all types of staff.
- Where responsibility for training and development is delegated to other staff with managerial responsibility, ensure that this policy is adhered to, including provision of appropriate training

Training & HR responsibilities:

- Oversee the staff development / training plan and review annually
- Design and ensure the delivery of the development and training programme
- Provide financial budgeting for training resources to board level
- Advise managers on promoting fair access to development opportunities
- Monitor progress in relation to staff development activity and produce annual evaluation report
- Maintain staff training records

Staff responsibilities:

- Individuals will be responsible for attending development courses for which they are booked and withdraw only in exception circumstances.
- Maintain personal development plan
- Maintain records for membership of professional bodies as appropriate
- Actively seek out opportunities to practice or use newly acquired skills to gain experience
- Attend and participate in development reviews

MONITORING

The overall staff development policy and its effective implementation will be kept under review and all levels of staff are responsible for contributing to evaluation and review.



T Clifford – Managing Director
4th April 2017