**Scope**

The Training, Learning and Development policy applies COMPANY

**Aims & Objectives**

This policy aims to establish equitable training, learning and development for all employees of the Company.

**Our Vision**

The company believes that if we have the best people it will help to differentiate us in the marketplace. We always take care to employ the best people, develop their competence, provide opportunity and inspire them to live our values.

The Training, Learning and Development policy outlines joint responsibilities of the organisation and the individual employee. We provide an environment in which learning and development is actively encouraged (as well as a range of resources to enable it to happen), and the individual provides motivation and a commitment to learn, develop and improve.

We believe that growing our own talent internally, wherever possible, is essential to building capability and our continuing success.

We therefore encourage all managers to initiate learning and development and create an environment where performance is continually improved, enabling us to remain ahead of our market and competitors.

**Policy Details**

The Training, Learning and Development policy focuses on three levels:

* Leadership
* Management
* Operational.

We aim to provide an inclusive environment in which training, learning and development is actively encouraged and our employees are motivated and committed to learn, develop and grow.

All employees will receive the training required to ensure that they have the necessary skills to undertake the role they have been employed to do safely, effectively and competently.

All employees will undergo an annual review with their line manager to identify continuation training or learning requirements and potential for further development.

All Training, Learning and Development activity should be aligned to business objectives, have identified measurable outcomes, and is appropriately recorded and evaluated.

In-house trainers and learning and development specialists are required to be trained to the required accreditation standards, where necessary.

Individuals who are identified as high performers and who have exhibited the potential to progress to roles of increasing complexity will receive Training, Learning and Development assistance to establish a talent pipeline at different levels within the Company.

**Appraisal Guided Development**

As part of an individual’s annual staff appraisal they are required to review the training that they have completed in the preceding year. Due consideration should also be given to the skills required to do the job. If an individual believes that they don’t have all the necessary training required to complete their job, it is their responsibility to ensure that their manager and/or supervisor is made aware of this training requirement.

**Abuse of Policy**

Any abuse in the application of this policy will be dealt with in accordance with the Company’s Disciplinary Policy and Procedure and may result in disciplinary action being taken, up to and including dismissal if proven to have occurred.