

TRAINING AND DEVELOPMENT PROCEDURE

1. PURPOSE

The company has a strong commitment to training and offers training and development to all staff both on the job and in developing the role with appropriate external/university organised training programmes. The company fosters continued dialogue on performance development between the staff member and the line manager through the company performance review system.

2. PROCEDURE

2.1 Company Induction

All staff receive a standard induction training which is mandatory

- Company profile
- Work Practice Health and Safety
- Evacuation Procedures
- Staff Handbook

2.2 Mandatory Training

All staff are required to attend mandatory training which is held periodically throughout the year and includes manual handling, health & Safety protocol and management, child safeguarding, data protection and cyber security.

2.3 Performance Review

Every staff member participates in a formal performance review with their line manager every January. The PCC Annual Review Form (Located in the QMS folder – Forms) is completed by both the staff member and the line manager. This document forms the basis of discussion for the review meeting which gives the staff member the opportunity to reflect and give feedback on performance to date and important development needs in order to ensure maximum performance in their role.

2.3 Individual training plan

At annual review with their line manager, training needs forms a key part of the discussion. Individual needs are identified and considered as part of the company's annual training plan for employees.

2.4 Regular Training Courses

All staff are encouraged to be pro-active and request their line manager to attend training courses which they can identify as being relevant to their work. All requests are evaluated based on relevance to the role and budget allocation.

3. DOCUMENTS / RECORDS

A training record is held by the line manager for all reporting staff. As training is completed, it is signed off by the staff member and the line manager.

4. PROCESS VERIFICATION

Evaluation of the Training Process effectiveness is carried out using internal and external quality audits. Changes to the process are put in place as required and as appropriate.

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Revision History

Version	DATE OF ISSUE	DESCRIPTION OF CHANGE	OWNER
1	07-03-16	Initial release	John O'Rourke
2	08-12-2022	Procedure reviewed internally for fitness for purpose, section 2.2 updated to reflect current mandatory training requirements	John O'Rourke