

PROFESSIONAL DEVELOPMENT OF EMPLOYEES POLICY

Effective for employees, students, directors, and volunteers on or after 19 April 2022

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Please Note: A formal, full review of this document will take place on a 3-yearly basis. However, in the interim, the document will be updated as necessary to remain current with any statutory legislation and/or significant Government guidance updates on the subject.

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1. INTRODUCTION

L&F Training (L&F) are committed to providing a skilled workforce to deliver quality training and services to L&F customers, learners and employer partnerships.

Though L&F have processes in place in order to identify, record and monitor development opportunities and professional development of Employees; no formal policy was in place to record these processes, prior to April 2022. This policy has therefore been created to address this oversight.

2. L&F TRAINING'S VISION FOR PROFESSIONAL DEVELOPMENT OF EMPLOYEES

To support and encourage L&F employees to continuously improve and develop their professional skills and expertise; to enable them to successfully deliver and demonstrate effective and current training and teaching, skills and knowledge to L&F Learners and employer partnerships.

3. WHAT L&F TRAINING WILL DO TO ENSURE THE PROFESSIONAL DEVELOPMENT OF EMPLOYEES

a) Identifying and recording Personal and Professional Development Opportunities

- Each employee has a regular formal review with their manager on a regular basis (normally quarterly, but more often if a need is identified)
- Each employee also has more regular informal touch base meetings with their manager.
- Personal and professional development opportunities identified by either the individual employee or their manager, will be discussed at these meetings and objectives and action points agreed upon accordingly.
- All Objectives and actions agreed will be formulated in line with customer, learner, employee and L&F Training requirements; to ensure these are addressed as part of the Professional Development identified.
- Each employee, during preparations for the formal review, will record development opportunities they have identified and the objectives and actions agreed (personally and during the informal discussions with their manager), on to the Review Template document; which is then used as a basis of discussion and monitoring during the formal review and subsequent reviews.
- During the formal review any further objectives and/or action points are agreed and recorded onto the document, with timelines for completion.
- At this stage the manager and employee will identify the method of personal or professional development (e.g. Mentoring, coaching, virtual training or face to face attendance at a suitable course).

b) Monitoring Professional Development Opportunities

- During each formal review and, as appropriate, during regular touch base meetings, any identified Personal and Professional Development opportunities will be discussed and any further objectives and/or actions identified.
- The formal Review document will be updated with the progress made and further objections/actions required in relation to the development opportunity/opportunities identified.
- Each formal review document will act as evidence of the discussions, development opportunities and objectives explored and agreed upon and taken forward for each employee.

4. CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) LOGS

- All employees will be encouraged to keep a separate record of their Continuous Professional Development, using the CPD log which will be kept updated and loaded onto the online HR system.
- This requirement is mandatory for all Teaching & Learning Mentor (TLM) employees, but also encouraged for all other (office based/support staff and managers) employees.
- The Curriculum and Development Manager will carry out a check each year, to ensure all applicable employees are uploading and keeping their CPD log up to date.
- The Curriculum and Development Manager will inform managers of any employees who are not keeping their CPD log up to date, so that managers can take forward with the individuals as appropriate.
- Types of Training and development opportunities which will be included in CPD logs (this is not an exhaustive list):
 - Formal Professional Development training (either online or face to face; including webinars)
 - Informal Industry refresher sessions
 - Standardisation Meetings which include sessions on training delivery development
 - In-house training sessions arranged
 - Mentoring/coaching on an element of the role (sharing experience and knowledge)

5. LINKED POLICIES AND INFORMATION:

This policy is intended to work alongside the following L&F Training policies and documents:

- L&F Training – Equality and Diversity Policy

- L&F Training – Staff Conduct and Discipline Policy