

## Policy status

This policy was adopted by the Company on 14<sup>th</sup> July 2020 and last reviewed 12<sup>th</sup> October 2022

## Our Policy

Statlog Pro Limited is committed to ensuring that all staff have access to learning, development, and training opportunities in order to facilitate personal and professional development enabling individuals and groups to achieve their full potential at work. The Company's success is based largely on the contribution, commitment, and achievements of individual members of its staff, working together.

## Policy principles

The Company's Training & Development Policy is based on the following principles: -

- We consider our people as an asset and believe that we should invest them
- We believe that all employees have the potential to grow, both in their work role and personally, and that we should provide opportunities for this growth where possible.
- We will support individuals in their personal and professional development where possible but expect employees to share in the responsibility for this.
- We will ensure that appropriate procedures are in place to plan, deliver and evaluate training and development activity.
- We work within recognised good practice guidelines, including the training frameworks provided by relevant professional institutions to ensure that the both the quality and the quantity of its training and development is relevant and appropriate.
- The Company regularly reviews its overall level of investment in staff training and development to ensure that adequate and appropriate resources are provided.
- We are committed to equality of opportunity in training and development activities and are committed to making decisions relating to training and development fairly, consistently and without reference to race, gender, disability, nationality, religion, age, sexual orientation, family status or any other irrelevant factor.

Statlog Pro Limited considers it appropriate to base training and development opportunities on the requirements of the business. Therefore, decisions about investment in staff training and development will always be made having regard to the needs of the business as well as the individual needs of staff members.

## Outcomes

Statlog Pro Limited aims to ensure that: -

- each member of staff understands their work role and the wider business
- each individual is developed as appropriate, to enable them to achieve their work objectives
- staff are supported and enabled to meet the changing demands of the business so that they can achieve its strategic objectives
- we facilitate staff development enabling them to broaden, deepen and thereby further enhance their existing skill base
- we provide a working environment where continuous learning and development takes place to help staff in their roles, increase motivation and enhance staff retention
- staff are prepared and equipped to deal with changes at Statlog Pro Limited

Statlog Pro Limited believes that effective training and development benefits the individual and the Company as a whole and contributes to the achievement of our business objectives. These benefits include:

- high standards of work performance
- greater understanding and appreciation of factors affecting work performance
- sharing ideas, dissemination of good practice and collaborative innovation
- effective management and implementation of change
- building strong and effective teams
- increased motivation and job satisfaction for individuals
- professional development
- greater understanding of our business

## Identification of Staff Development Needs

An assessment of individual skills and any training need is undertaken whenever an employee is appointed to a new role. In addition, staff training and development needs are identified in a variety of ways, e.g. by skills audit, by feedback and by staff performance appraisal.

## Training & Development Activity

Statlog Pro Limited provides a range of training and development opportunities for staff which fall into four broad categories: -

Technical training. This includes internal and external courses providing technical and / or specialist training relating to the skills that employees require for their job.

Skills training. This includes internal and external courses on relevant soft skills. Examples include presentation skills, negotiation skills, report-writing skills, management and leadership development programmes.

Training leading to a professional qualification. Where the achievement of a professional qualification is relevant to an employee's role and the needs of the business, the Company may provide financial and / or study leave support.

Health and safety training. including relevant courses in risk assessment, fire safety, first aid etc.

## CPD (Continuing Professional Development)

Most of the activities outlined above will count towards employees Continuing Professional Development. As well as ensuring compliance with the requirements of relevant professional bodies, the proper planning, execution and recording of CPD helps employees to:-

- Demonstrate commitment to their chosen profession and evidence continued and improving competence and knowledge base expansion
- Maintain a record of training and development activities for use in preparing for appraisals and in planning future development activities.

Statlog Pro Limited provide ongoing CPD opportunities in the form of regular lunchtime CPD sessions and training courses throughout the year.

Statlog Pro Limited require all our staff to undertake at least 30 hours of CPD every year.

In line with our expectation that employees share in the responsibility for their own development, it is the responsibility of all staff to ensure that they comply with the CPD requirements of their own professional institution(s) each year.

## Annual Appraisals

The appraisal process is designed to facilitate a constructive, two-way discussion between employees and their line managers, and is a key element of the personal development planning process. The annual appraisal should complement and not replace ongoing informal discussions about performance and development throughout the year.

Appraisals take place annually (between March and June) and focus on past performance, future objectives, and any development needs. In considering development needs, employees and line managers are encouraged to think about what knowledge and skills are needed to perform current roles, but also what may be needed for career and business development.

## Evaluation of Training

The Company believes that it is critical to the success of both the planning and delivery of training and development activities that the resources invested are monitored and the outcomes achieved are measured. Employees and managers will therefore be asked to participate in the evaluation of training and development in a variety of ways, and the Company will use its evaluation findings to inform the planning of future investment in staff training and development.

## Trainees and Work Experience

Statlog Pro Limited provides ongoing work experience opportunities for local school children and we are keen to engage with the workforce of tomorrow and inspire them with what a career in IT may offer. Work experience offers students the opportunity to prepare for the challenges of tomorrow. Students at school can become familiar with the skills and attitudes needed by modern business and recognise that the demands of working life are undergoing rapid change.

Work experience may be defined as: 'a placement on employer's premises in which a student carries out a particular task or duty, more or less as an employee would, but with the emphasis on the learning aspects of the experience'. Work experience is governed by the Education Act 1996, as amended by the School Standards and Framework Act 1998. Only students in their last 2 years of compulsory schooling or students taking post-16 courses are eligible. The vast majority of pre -16 work experience placements last for two weeks, but post-16 placements can vary in length.

The adult world of work will be an unfamiliar place to most students, so a detailed induction is always provided. This covers all the rules, regulations and expected standards applicable to our organisation, highlights areas of particular risk and what control measures are in place to reduce the risks.

#### Formal review

We formally review this policy annually to ensure it is relevant and up to date.



**Signature:**

**Date:** 12<sup>th</sup> October 2022

**Name:** Andrew Etherington

**Position:** Director