





## Staff Training and Development Procedure 2023

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<b>Reviewed by:</b>	Safety Forward Ltd		
<b>Company Details:</b>	The Palfreymans Ltd T/A Urban Planters		
The Plant House, Stretton Road, Tansley, Matlock, Derbyshire, DE4 5GE		 URBAN planters® for a greener world	
<b>Responsible Person:</b> <b>Alan Page</b>			

## STAFF TRAINING AND DEVELOPMENT PROCEDURE

We are committed to providing development and training opportunities for all our employees so that:

- They can contribute as effectively as possible to the achievement of the organisation's overall objectives.
- They have appropriate opportunities to develop personally and to further their careers.
- They are supported by management who have the right kinds of skills, knowledge and understanding.
- They acquire a range of knowledge and skills, both specialist and general, so that the organisation develops a workforce with a broad skill base.
- We can promote the ideals of a learning organisation.

The following practices underpin the provision of development and training:

- Induction training is provided for all new staff.
- Objectives are set for all development and training activities.
- Individual members of staff take active responsibility for their own development and training.
- There is a training plan, based on training needs identified at individual, group and organisational levels.
- Where appropriate, development and training activities lead to nationally recognised academic, vocational and professional qualifications.
- All individual development and training activities will be evaluated and their effectiveness assessed.

Individuals and management are responsible for identifying objectives for all training and development activities. They should be clear what the desired outcomes are in terms of new skills, knowledge, understanding etc. and also how they will assess whether or not those outcomes have been achieved.

It is essential that all new staff receives induction training on appointment and it is the responsibility of management to ensure that a proper hand-over process occurs. This is so that new staff become fully effective in their new job as quickly as possible.

Once development and training needs have been identified and prioritised, the appropriate method of meeting the need is considered, bearing in mind the objectives agreed and the learning preferences of the individual.

Training, development and learning opportunities can include:

- Relevant on-the-job training or coaching/mentoring.
- Internal courses/training sessions - run by members of staff.
- Attendance at conferences/seminars related to the job description.
- Work-relevant courses - run by external trainers.
- Use of distance-learning packages.
- Further education/evening classes/qualification courses.

External training will be arranged by the relevant person. Once individuals have been booked for external training, they will only be allowed to withdraw in exceptional circumstances. If withdrawal from external training results in the forfeiting of the course fees, the costs will be charged to the individual's own department. Travel and subsistence costs for external training organised by the organisation will be met from the training budgets.

We encourage staff to further their own education and development through further qualification, by means of evening classes, distance learning or, where appropriate, day release courses. Where funding permits, a proportion of the training budget will be made available each year to support such development and study leave will be made available if it is considered appropriate.

Requests for support in terms of both funding and time should be discussed in the first instance with management, who should consider the request against the following:

The extent to which the course leads to an academic or professional qualification which is essential to/desirable for the development of the individual's competence in his/her post;

- The individual's demonstrated commitment to his/her role within the organisation and to developing that role.
- Length of service.
- The extent to which the course will enhance the individual's career development.

The effectiveness of all training carried out should be evaluated. Following any training activity, the individual should discuss with the relevant person the effectiveness of the training and how successful it was in delivering the objectives and outcomes agreed in advance. No individual will be excluded from receiving training on the grounds of gender, marital status, disability, race or ethnic origin, age, sexual preference or religious belief.

### **Policy sign off**

Company Directors acceptance of responsibility for the policy and its implementation.

As Directors of Urban Planters, we accept responsibility for ensuring that Urban Planters is managed in a manner that will provide for compliance with Urban Planters' legal obligations and conformity with the objectives and requirements as detailed in this policy.

Name: (Print) Thomas Palfreyman (Managing Director)

Signature:



Date: 28<sup>th</sup> September 2023