

TRAINING AND DEVELOPMENT POLICY



IPM Facilities Ltd
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PURPOSE AND SCOPE

IPM Facilities Ltd is committed to ensuring that all staff have access to learning, development and training opportunities which enable them to be suitably knowledgeable and skilled to carry out their role within the company, and to develop their talents in ways that assist in the company's development to meet its strategic objectives.

Aims

The main aims of this policy are to:

- ensure that employees are supported, and enabled to meet the changing demands of the organisation and its service users, so that the organisation achieves its strategic objectives
- facilitate employee personal development through assisting them to broaden, deepen and thereby further enhance their existing skill base.
- provide a working environment where continuous learning and development take place that help staff to gain more enjoyment from their roles, increase motivation and enhance staff retention

Equal Opportunities

The organisation is committed to ensuring equality of learning opportunity, hence no employee will be excluded from learning on the grounds of gender (including gender reassignment), age, marital status, disability, racial grounds (race, colour, nationality – including citizenship - ethnic or national origin), sexual orientation, religion or belief, responsibility for dependants, trade union membership or employment status. Part time and fixed term employees will have equal access to learning and development opportunities appropriate to their post.

RESPONSIBILITIES

Employees

IPM believes that employee development is most effective when the individual employee takes responsibility for identifying any opportunities for self-development which will enhance work performance through increased skills and knowledge. Learning needs and opportunities will also be identified through the support, supervision, and appraisal process, and through internal assessments to meet business need. We expect all employees to also take a proactive approach to furthering learning and development.

Line Managers

Line managers are responsible for assisting staff to identify learning needs and for ensuring that they review these with staff on a regular basis during support and supervision sessions. Line managers have a responsibility to monitor and evaluate the effectiveness of learning for employees who have undergone training and development. Line managers should seek feedback on any training, including quality and cost effectiveness. Line managers should then ensure that employees implement the skills that they have gained through training.



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Managing Director

The co-ordination of the learning and development process is the responsibility of the Managing Director. They will, therefore, ensure that evaluation of learning activities is undertaken annually by liaising with line managers to ensure that any identified needs are addressed accordingly.

ROUTES TO LEARNING AND DEVELOPMENT

Options for learning & development may include on the job learning including learning from other members of staff via job shadowing, mentoring etc. external courses and in-house assessment

Key Professional and Skills Based Learning

The organisation aims to prioritise learning that focuses on areas which:

- enable us to fulfil our strategic objectives
- pertain to any organisational statutory/contractual obligations
- are essential in order to generate and maintain income
- enable effective responses and management of legislative changes
- ensure IT skills meet business need
- are essential to ensure the quality of service provision
- enable employees to meet their responsibilities in completing continuous professional development required by relevant professional bodies
- enable management development in relation to those who have managerial/supervisory responsibilities

Core Learning

There are specific areas of learning which are essential for all employees and cover a rolling programme of needs which have been identified as part of a continuous programme of learning and development. Core learning will therefore cover the following areas: Induction All new employees are given a timely programme of induction including introduction to all policies for the organisation. This is an essential part of staff learning and development, and integration into the working environment.

PERFORMANCE MANAGEMENT

Performance management is an ongoing communication process, which involves both the line manager and their employee in:

- identifying and describing essential job functions and relating them to the strategic and operational objectives of the organisation
- developing realistic and appropriate performance standards
- giving and receiving feedback about performance
- participating in constructive performance appraisals
- planning learning and development opportunities to sustain, improve or build on employee work performance. Regular meetings/communications between staff and line manager facilitates this process.

APPRAISALS

Annual Appraisals are an essential component of IPM's performance management framework. The appraisal scheme allows for every employee to be formally appraised with their line manager through a structured discussion on work performance over the previous year and which, must also incorporate the employee's learning and development needs for the following year. It is an opportunity to build on strengths and address areas, which require support, thereby enhancing the potential skill base of the individual employee.



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Supervision and Appraisal process

IPM aims for a culture of effective informal mentoring on an ongoing basis; this is based around continuous support. Supervision sessions are held at a minimum of 6-week intervals between all staff and their line managers on an individual basis. A full Annual Appraisal is then carried out by line managers through discussion with each employee on an annual basis. A Personal Development Plan for the year is then created.

Signed:

A handwritten signature in black ink, appearing to read 'Mark Noakes', written in a cursive style.

Mark Noakes – Managing Director