

Staff development policy

Peak Consultants Ltd is committed to assisting teaching and technical assessment staff to develop their knowledge, skills and competence. This Staff Development policy identifies the contribution of Peak to such development.

This policy applies to all teaching and technical assessment staff on any Peak delivery of qualifications.

Policy

Development and training needs are analysed on a regular basis. The usual methods of identifying development and training needs include staff development reviews and Induction procedures. Programme monitoring processes assist with identifying the development and training needs of all staff.

Staff Development addresses helping people meet challenges, create change and ensure the success of the organisation in the future. Staff Training addresses immediate needs of role or organisation.

Usually, Staff Development and Training needs are addressed internally through on-the-job training, written instructions, line management, supervision and training arranged by Peak for all or specific staff.

Training provision is prioritised by Peak according to identified needs and its contribution to the strategic objectives. Peak facilitates trainers to achieve adequate training to do their job safely and competently.

Staff may be required to undergo internal training that is identified as necessary to ensure the safety and standards of Peak are maintained.

In order to facilitate development and training, Peak may provide financial assistance to staff to undertake further studies in an internal programme (Including Core Programs and Continuous Professional Development programs), where the programme contributes to their role.

Staff can apply for funding to undertake further studies. Applications should be made on the Training Request Form. At the discretion of Peak, staff may be required to undertake a Training Costs Agreement which sets out the learner's undertaking when accepting financial assistance on an internal training programme.

Where no internal equivalent is available and where specific training or development activities are required in order to ensure the safety and competence of a particular role, then Peak may provide financial assistance for external events. Some examples include Health and Safety training, industry knowledge, technical training and sector expertise.

The management will facilitate the staff members identifying necessary training, and to identify mechanisms for transfer of the knowledge/skills learned in training to the workplace.

Procedure

Senior management work with the staff that they manage to develop a planned learning approach, in particular to identify training needs and appropriate training interventions, principally, through Induction and staff development reviews.

Organisational training needs, as well as staff development and training needs, are identified primarily through programme monitoring mechanisms.

A response will be provided indicating whether or not a place on a course has been approved in principle. It should be noted that approval of training requests is at the discretion of the Management. Decision-making will consider matters such as the costs involved, the availability of programs and the relevance to the staff member's role.

Staff members will be advised whether a Training Agreement form is required. Such agreements may not be required for short courses but are usually required for credit-bearing programs or for CPD programs of longer than 5 days' duration.

Supporting documentation

TO BE COMPLETED BY THE STAFF MEMBER:

Date:
Name:
Name of Programme:
Programme Date(s) / Time(s):
Location:
Describe how this is directly related to your job:
Does this programme entail taking time off from one's scheduled work? If so, please list the time and dates:
Employee Signature:
Date:
TO BE COMPLETED BY SUPERVISOR AND/OR MANAGER
Employee eligible: Yes or No
Training Costs Agreement required? Yes or No

Supervisor Signature: _____

Date _____

TO BE COMPLETED BY DIRECTOR AND/OR DESIGNEE

Approved (Yes or no) _____