



Staff Training and Development Policy

Eden Training believes that staff are its most valuable resource. Their competence, commitment and capacity to change are fundamental to the successful achievement of Eden Training's current and future goals. Staff development and training contribute to the enhancement of quality and appropriate staff training is essential to the overall performance of Eden Training.

Induction

- New staff will be provided with induction materials, based on a standard Eden Training document but individually focused around the staff's personal needs, depending on experience and qualifications. This will include general introductory information on Eden Training as well as specific Awarding Body and course details.
- A generic induction checklist will be completed with all staff.
- New staff will be provided with an induction plan relating to their own specific job responsibilities, as set out in their job description. There will also be an opportunity to job shadow other job roles to give an understanding of how the Company works as a whole.
- Throughout the induction period which will be different for each staff member, regular meetings will take place with the line manager to discuss the activities they have been observing or completing alongside other assessors.
- Assessors understanding of the appropriate assessment paperwork to be completed will be tested throughout the induction period along with understanding of standards and assessment methods.
- At the end of the agreed induction period further support and training needed will be identified and planned.
- Dates of monthly one to one support meetings with line manager will be issued along with a list of information needed for each meeting to ensure they are productive.

Training Plans

- Staff will be encouraged to take the initiative to consider their own training and development needs and to make these known to their line manager.
- All staff training and development needs will be reviewed as a minimum on an annual basis at appraisal. Six monthly reviews and monthly support sessions will also give an opportunity to identify and plan for training and development identified.
- Staff will be encouraged to work towards national qualifications related to their role, and areas of interest for development.

- Support will be given to staff undertaking training by means of time, finances and resources, as well as encouragement and personal support.
- Staff are required to undertake hands on competence updating in their occupational area on an annual basis.
- Staff will be made aware of training priorities which have been identified at Eden Training.

Training Records

- A record of all training undertaken by staff will be maintained at Eden Training. Staff should ensure they advise the Quality Manager of any training they have undertaken to ensure records are up to date.
- All staff are required to be registered on the Institute for Learning.
- All staff are required to keep a record of their Continuous Professional Development, this should be updated as a minimum every 3 months, this will be monitored by the line manager at support meetings.
- The portfolio must be available for External Verifier visits and as requested by the Quality Manager.

Evaluation and Monitoring

- All training should be evaluated by staff. This can be on the training form or at the support meeting with their line manager.
- Evaluating training may benefit other staff and may be required at a general staff meeting.
- All evaluations of training should be kept within the CPD portfolio, dated and signed.

Signed: _____

Position: _____ Date: _____