



Showpiece Design Limited, Tithe Barn Home Farm, Sulham Lane, Pangbourne, Berkshire, RG8 8DT

TRAINING AND DEVELOPMENT POLICY

Introduction

We are committed to the provision and support of training and development for all our employees. Investment in our employees is paramount to the future of the business.

We provide a unique environment for personal development and shared learning through structured secondments between each area of the business, providing positive exposure to all elements of our business operations.

Access to training and development programmes takes account of the Company's policy on equal opportunities in employment.

Identifying Training

Assessment of your training needs is carried out between the employee, and Line Manager, normally during an annual performance appraisal meeting.

The annual performance appraisal interview provides an opportunity for the employee and manager to review achievements and performance including knowledge and skill, together with analysis of what training and development may be required to fill any gap between the current levels of development and those needed to meet the present and/or predicted requirements of your job role.

It also gives the senior team the ability to assess potential for development/promotion. Should training be identified during the appraisal interview, a personal development plan will be set up, and reviewed quarterly.

Requesting Training

All training requests will be completed and discussed between the employee and line manager. Once the line manager has agreed the training need they will authorise the training and forward the request to the HR/Support Services teams.

Should the line manager refuse your training request the employee may address this issue through the company's grievance procedure.

All decisions concerning support for training requests, will consider:

- The benefits to the company;
- Time – the impact upon service delivery/team operations
- Cost – both direct and hidden costs (i.e. course fees, cost of temporary staff/overtime working)
- Impact on the job role – will it support redesign of the job role or will it support proposed changes to the job role?
- Available resources at the time – is the timing of the course/event appropriate?

Financing Training and Development

The Company will allocate a training budget that may vary from year to year. It is for the 'budget holder' to make recommendations concerning how this budget is allocated, taking into consideration the guidelines shown above.

Employees may also be asked to undertake training that they have not personally requested, but that has been identified as necessary for the company to continue to meet its customer requirements.

Evaluating Training

If employees experience any difficulties with their training programme or the training provider, they should inform their line manager immediately so that appropriate action may be taken.

Employees will be asked to participate in the evaluation of all training for which they are sponsored by the Company. They will be expected to co-operate with the evaluation process to ensure that the training they are receiving is of the right level and quality to meet both their own needs and those of the Company.

Signature:

Date: 24th January 2017

Name: Deanne White

Position: Director

Version Control

Issue	Description	Change Date	Made By	Approved	Approval date
1.0	Policy Statement			Yes	24/01/2017

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