



## Learning & Development Policy

The provision of staff development is the most effective method of ensuring that staff are fully prepared to meet the demands of their role. It is available to all staff based on a careful assessment of their individual needs, identified during their one to one meetings, and the needs of the business.

### Aims of this policy

To not only raise the quality of professional knowledge, skills, understanding, and behaviours of staff but ultimately the quality of provision and learning for those learning attending Productive Learning UK Limited. This will be done by:

- Giving all staff equal access to development opportunities.
- To ensure that the knowledge, skills and understanding of staff meets the needs of learners.
- To enable staff to develop professionally.
- To raise awareness to external changes and provide opportunities for staff to adopt them.
- To maximise the use of staff.

Productive Learning UK Limited will use the existing expertise, specialisms and experience within the team to develop other staff members.

Productive Learning UK Limited will utilise outside agencies and external training providers where necessary when training needs and learning opportunities arise concerning personal development for staff and to enable them to meet their objectives as set out in their annual appraisals or one-to-one meetings.

Productive Learning UK Limited will, where applicable, utilise opportunities available through grants and subsidies, and will recognise statutory training requirements as determined by law, new initiatives, contract renewals with commissioners, or in the best interests of our learners.

All costs relating to statutory training for staff will be paid by Productive Learning UK Limited. Certificates of attendance will be copied for staff files and the original copy retained by the individual staff member. A training matrix will be maintained for audit purpose and discussion at one-to-one meetings and appraisals.

### Policy Review

This policy will be reviewed regularly in line with legislative updates, and in any event not less than annually.

A handwritten signature in black ink, appearing to read 'N. Morris', is written over a horizontal line.

**Nicholas Morris**  
**Director – Productive Learning UK Limited**