

P5 Staff Learning and Development Policy



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PURPOSE AND POLICY CONSIDERATIONS

Forus Training is committed to the support and promotion of staff development and training. Forus Training is committed to creating an environment that encourages staff development. It recognises that the development of a broad range of skills and interests brings both individual and organisational benefits.

SCOPE

The Staff Learning and Development Policy is a training centre wide policy that applies to all members of staff. Staff Development comprises training and learning initiatives aimed at developing an individual's qualifications, knowledge and skills base for the performance of duties and for their personal growth and development. These initiatives may include pursuit of higher qualifications, research activities, participation at conferences and seminars, membership of professional bodies, external networking, internal networking, succession planning, sabbaticals, industrial placement, skills dissemination, formal learning exchanges, training courses and other mechanisms which facilitate continuous professional development.

POLICY STATEMENT

Forus Training interprets staff development as referring to all categories of staff. It recognises that the efficient and effective functioning of the company depends on its support and provision of staff development activities for academic and non-academic staff alike at all levels.

DEFINITIONS

Staff development:

Policies, procedures and practices designed to develop the knowledge, skills and attitudes of staff and, by so doing, to improve the effectiveness and efficiency both of the individual and Forus Training.

PROCEDURES AND PRACTICES

Staff development activities should contribute to the achievement of Forus Training's strategic goals and objectives. All staff members are encouraged to participate and engage with staff and career development activities and should take responsibility for their own learning, to develop personal goals and to record and reflect on their own development. Some staff development activities are mandatory as a consequence of employment agreements. The managing director recognises the value of staff development and the benefits it brings to the individual and to Forus Training. The managing director supports staff members in achieving their training and development objectives through the allocation of time, facilities and other resources, as appropriate. Staff development is most effective when the individual member of staff takes responsibility for his/her own development. However, all staff should

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be given appropriate support and encouragement and allocated reasonable time and resources for this purpose.

ROLES AND RESPONSIBILITIES

The managing director has a responsibility to help his/her staff to develop their performance and effectiveness. The development of individual potential and career advancement are inevitably linked and the aims and objectives of Forus Training. Staff development activities should be actively encouraged and supported. These might include, for example, study leave, seminars, conferences, secondments, technical skills updating, joint research, mentoring, rotation of specific duties, etc. The staff members at Forus Training also need to be educated on the most effective methods that can be used so that the learners can learn and progress. It is the responsibility of all staff to engage with and participate in continuous professional development activities.

CONTACT INFORMATION

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