

# **Training and Development**

1. Introduction

2. Policy

3. Induction training

4. Responsibilities

Employees

Managers

Human Resources

5. Routes to Learning and Development

6. Evaluation

7. Training Plan

8. Training Requests



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## **1. Introduction**

The Company recognises training as a necessary investment in order to ensure that the workforce has the skills, knowledge and attitudes needed to meet the objectives of the business. Therefore the Company needs to ensure that there is adequate training and development provided for all employees.

## **2. Policy**

Employee training is based on an assessment of employees' development needs, irrespective of their sex, age, marital status, disability, race, colour, ethnic or national origin or sexual orientation.

- all employees will be properly trained to carry out their jobs to an acceptable standard
- all employees will be trained to a standard that ensures a safe working environment
- all employees will be encouraged to develop and progress to their full potential

## **3. Induction training**

All new employees will be provided with information and training to enable them to adjust as quickly as possible to the new working environment, and to achieve effectiveness in the shortest possible time.

## **4. Responsibilities**

### **Employees**

Cartridge Save believes that employee development is most effective when the individual employee takes responsibility for identifying any opportunities for self development which will enhance work performance through increased skills and knowledge.

Training needs will also be identified through the one to one and appraisal process to meet business needs.

### **Managers**

Managers are responsible for assisting staff to identify learning needs and for ensuring that they review these with staff on a regular basis.

Managers have a responsibility to monitor and evaluate the effectiveness of learning by seeking feedback on any training, including quality and cost effectiveness whilst ensuring employees implement the skills that they have gained through training.



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## **Human Resources**

The co-ordination of the training and development process is the responsibility of Human Resources. They will, therefore, ensure that evaluation of training activities is undertaken by liaising with managers to ensure that any identified needs are addressed accordingly.

The training budget is controlled by Human Resources with subsequent allocation monitored by the Directors.

## **5. Routes to Learning and Development**

Options for training and development may include:

- on the job training including from other members of staff via job shadowing, mentoring etc
- attending internal or external training
- attending conferences
- web based e learning
- self-directed study - such as books, online information

## **6. Evaluation**

Employees are required to complete a Training Feedback form upon completion of any training and development.

## **7. Training Plan**

Managers will make proposals for training and development and a final training plan will be agreed at the beginning of the financial year by the Directors.

The Plan may be amended or added to during the year, to take account of new priorities, or new employees.

## **8. Training Requests**

All training requests will be considered. However, the availability of training resources will depend on factors such as budgetary constraints, work commitments and learning priorities necessary. Managers may postpone or refuse training requests due to other priorities.



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