Worsley House, North Road, St Helens, England WA10 2BL Tel: 01744 454 300 Fax: 01744 801 002

Email: jobs@gpwrecruitment.co.uk Website: www.gpwrecruitment.co.uk



Company Name:	GPW Design Services Ltd
Model Policy No.	Policy 10028.1
Model Policy Name:	Staff Training and Development Policy 10028.1
Date:	02/12/2016
Version:	1

### STAFF DEVELOPMENT

To provide a working environment in which the staff are encouraged to max1m1se their performance and commitment to their role and enhance their work-related knowledge and use it to their best advantage.

### **PURPOSE**

The purpose of the staff development and training policy is to focus employees on the strategic objectives set out by the Company.

### **PRINCIPLES**

- 1. All employees are expected to undertake staff development and training, which is viewed as a continuous process throughout employment.
- 2. Staff are required to assume responsibility for their own development and training as set out in their Job Description.
- 3. Staff development and training is an obligation for Divisional Managers who are also responsible for identifying individual training and development needs.
- 4. Accountability for staff development and training rests with management at every level.
- 5. Staff development and training provision will be reviewed to ensure it is relevant, effective and provides value for money.

### **PRIORITIES**

Attaining qualifications relating to the Recruitment Industry.

Staff development and training priorities will be regularly reviewed.

### TRAINING RECORDS

Training records are maintained for each individual employee in the form of a training database, which is updated on an ongoing basis.















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## **CHARGES**

The funding for training and development is provided by the Company. Any exceptions are set out in your Contract of Employment.

# **REVIEW OF THE POLICY**

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