

## **General Staff Development and Training Policy (Induction Version)**

### **Purpose**

This policy seeks to provide learning opportunities for all SDM Holdings staff to enable them to perform their individual jobs effectively, progress through the company and be professionally fulfilled and therefor add value to our organisation.

SDM's staff development and training process uses structures and procedures to enable staff to access to learning, education and training.

This Policy is in conjunction with SDM Holdings OH&S Training Implementation of Safe Working Practices Policy (Induction Version), as it is essential that our staff have a good understanding of their and the company's occupational health & safety responsibilities and standards. We need to ensure that as employers, we provide and maintain systems of work that are, as far as is reasonably practicable, safe and without risks to health under the Health and Safety at Work, etc Act 1974. Employers' Duties. We need to ensure that as employers, we provide and maintain systems of work that are, as far as is reasonably practicable, safe and without risks to health under the Health and Safety at Work, etc Act 1974. Employers' Duties.

### **Aim**

This policy aims to enable all staff to gain increased job satisfaction in their roles and enable them to cross train and move between departments making us a flexible organisation with a happy, multi-skilled, ambitious workforce. SDM Holdings wish to develop individual careers through training and qualifications and that all staff can obtain the skills to add value to our organisation but to also equip them for their future regardless of it being within or outside our organisation.

### **Objectives**

In order to reach our aims SDM Holdings have the following objectives:

- To always have clear staff recruitment and selection procedures, ensuring equality of opportunity in employment and encouraging diversity within our workforce (see SDM's Equality & Diversity Statement)
- To provide a detailed and welcoming induction process to all staff with an emphasis on OH&S, staff welfare, training and development.
- To maintain accurate and detailed staff development and training records for each member of staff that is updated via the annual Personal Development Review Process (PDR's)
- To assess the impact that training has had on job satisfaction, efficiencies and added value to our organisation via the annual Personal Development Review Process (PDR's) and continuous informal assessment.

### **Roles and Responsibilities**

- The responsibility for and central co-ordination of staff development and training lies with SDM Holdings HR Advisor and the senior management team, supported by the Quality & Compliance Manager who will ensure:
- The maintenance of confidentiality (with access to an employee's staff development and training record being available only to the individual, the individuals Line Manager, The General Manager and Human Resources.

- Lead responsibility for ensuring the implementation of SDM Holdings Equal Opportunities Policy.
- Responsibility for the induction of new staff to SDM Holdings and for supervising their introduction to their job responsibilities via their Line Manager.
- That no individual will be excluded from training on the grounds of gender, marital or family status, religious belief or political opinion, disability, race or ethnic origin, nationality, sexual orientation or age, or any other criteria which could be deemed to be discriminatory or divisive.

**Provision of training is dependent upon:**

- Setting priorities in the individual's annual PDR meetings that must be concluded within 12 months.
- Training requests and the impact of release for said training must be requested via the individual's Line Manager or Human Resources and any associated cost approved by the FD / MD.
- An understanding that where there are competing demands not all training can be met.
- Grievances arising within the training procedure will be referred to Human Resources.

**Evaluation**

Evaluation of staff development and training is the responsibility of each line manager and is usually dealt with via the PDR process which should be used as an opportunity to review the development and training that has taken place and evaluate how useful it has been, how it has impacted on the individual's work and how the learning could be shared with the others in the organisation. The evaluation should be recorded using the PDR form in place (PDR Record) This form should be returned to Human Resources and stored in personnel files.

Human Resources will monitor the overall effectiveness of staff development and training and facilitate the sharing of learning with others in the organisation when necessary.

**Signature/Release Confirmation**26.07.23

---

Marc Chauveau  
Managing Director

26.07.23

---

Nicola Peters  
Quality & Compliance Manager