

LEARNING & DEVELOPMENT POLICY

Vocational Training Services (VTS) is committed to realising the potential of all employees to support their contribution in meeting the needs of customers.

Our aim is to provide a high quality service through ensuring employees are provided with a range of flexible, challenging and appropriate learning and development opportunities to cater for individual needs and learning preferences.

To fulfil this aim we:

- Will provide a 10 day induction programme for all new employees, which will include Health & Safety, roles and responsibilities and equal opportunities.
- Will provide a varied programme of learning and development activities to acquire skills and knowledge to meet personal, group and organisational objectives.
- Expect employees to continually update their CPD folders with activities, and transfer relevant information to the IfL website by August every year, if appropriate to their post.
- Expect employees to take responsibility for their learning and development needs and to complete training objectives, which are agreed in performance reviews, within agreed timescales.
- Expect Line Managers to support employees through the learning and development process and offer suitable alternatives where appropriate.
- Monitor training needs through employees completing the annual training needs analysis.

All learning and development activities, including induction, will be evaluated by the management team to ensure continuing suitability, adequacy and effectiveness.