

# ADAS Staff Training and Development Policy



## Aims

- Senior Management recognises that our employees are the Company's most valuable resource.
- ADAS is committed to providing the training and development required by employees to enable them to make a full contribution to the business.
- ADAS wants employees to have the confidence and support to develop and manage their own careers. It recognises that staff cannot successfully take this development forward without support. The relationship needs to be mutually beneficial resulting in an effective partnership between management and employees.

## Definition of training and development

Training and development enables individuals to develop their full potential and contribute to the success of the organisation. It is the acquisition of skills, knowledge and attitudes which enables people to achieve their current and future individual and corporate objectives.

**Training** is one aspect of development and usually refers to structured events such as training courses, qualifications, on the job training through coaching, and use of distance learning resources.

**Development** considers all activities that may contribute to an individual's development, such as secondment to carry out different work, and contributions to particular projects outside of their normal responsibilities.

## Responsibilities for training and development

### Senior Managers

Senior Managers have responsibility for training and the development strategy that meets the needs of the Company and that ensures that each employee has, as far as possible, opportunities to fully realise their potential.

### Line Managers

Line Managers have responsibility for giving employees the opportunities and support to develop the skills and expertise they need to carry out their job effectively and to improve performance. Whenever possible employees will be offered opportunities to develop greater expertise and wider skills in line with the longer term needs of the Company.

### Employees

All employees have responsibility for planning their own development, making full use of opportunities available and taking an active role in their own development.

## Employee development

Employee training and development is managed so that:

- Employees are able to deliver existing business and to develop new business needed to meet business objectives.
- Employees are able to carry out their roles in the most efficient and effective manner and to the required standard.

Employees can expect:

- Job specific training and wider development needed to perform their current job to the best of their ability
- Access to information and advice to inform training and development priorities and career development
- Support in drawing up, implementing and reviewing appropriate development plans
- Regular reviews and feedback from their Manager(s).

### **In-house training courses/workshops**

Training courses/workshops are organised in response to demand.

### **Financial support for self-development for external courses and professional qualifications**

Funds may be made available to assist permanent or fixed term contract staff to undertake development courses. The courses must be developmental and of relevance to ADAS. The course should normally be undertaken in employee's own time and should lead to a recognised qualification, or proof that a specified standard has been achieved. Each application is judged on its own merit.

### **Personal Development Plans**

The Personal Appraisal and Development (PAD) process provides the framework for the identification of training and development needs. The Personal Development Plan (PDP) which is drawn up as part of this process enables employees to identify their development needs and to discuss how best to meet these needs, with their Line Manager and others as appropriate. The PDP may extend beyond a 12 month appraisal period.

### **Membership of professional bodies/societies**

Staff are encouraged to join professional bodies/societies appropriate to their role with the Company.

### **Continuing Professional Development**

The Company will support staff where membership of a relevant professional body/society requires undertaking development to maintain membership or a professional qualification.

### **Career development interviews**

An interview is available to employees who wish to discuss their career development and possible development opportunities within ADAS.

### **Equal opportunities**

All training and development will comply with the Company's Equal Opportunities Policy.

### **Policy review**

This policy will be periodically reviewed in accordance with a documented procedure within the company's quality management system.



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