



Development and Training Policy



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1. Staff Development

Staff development, which includes all aspects of training, is one of the elements of the Nottingham Security Ltd strategy. The aim of this strategy and its supporting policies and procedures is to provide a working environment in which staff are able to maximise their performance, commitment and contribution to the aims of the Nottingham Security Ltd. Staff development is the term used to include all activities, which is undertaken by and for staff in order to maintain, up-date and enhance their work related knowledge, skills and capabilities.

2. The Purpose Of Staff Development

The purpose of staff development and the Staff Development and Training Policy is to link staff, their performance and development to the achievement of the Nottingham Security Ltd operational and strategic objectives and its commitment to continuous improvement and excellence.

3. Guiding Principles

The following principles guide the Staff Development and Training Policy and apply to all aspects of staff development and training activity delivered both centrally and by individual support areas. There is an established commitment to staff development and training.

1. All employees regardless of age, grade, gender, disability or ethnic background or nature of their contract of employment are expected to undertake staff development and training, which is viewed as a continuous process throughout employment.
2. Staff is required to assume responsibility for their own development and training, which includes both participation in planned activities and making use of opportunities to learn when they are presented.
3. Staff development and training is an obligation for managers who are responsible for identifying individual training and development needs and supporting and encouraging staff.
4. Accountability for staff development and training rests with management at every level.
5. Staff development and training provision will be evaluated and reviewed to ensure that it is adequate, relevant, effective and provides value for money.

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4. Priorities For Staff Development And Training

Identified strategic priorities for staff development and training, in the short to medium term are:

- Staff development and training for Security services
- Leadership and management development
- Best practice in the management of people
- Enhancing service delivery

Staff development and training priorities will be regularly reviewed the Managing Director: *Mr. R. Roberts* and Manager: *Mr. M. Burton*, which has responsibility for staff development and training policy.

4.1 Development Plans

Nottingham Security Ltd will be required to prepare training and development plans, which will reflect the achievement of academic and operational plans and the outcomes of the appraisal processes for different categories of staff. These plans will be approved and reviewed annually by:

Managing Director: *Mr. R. Roberts* and Manager: *Mr. M. Burton*,

4.2 Training Records

Training records will be maintained by Nottingham Security Ltd, subject to data protection requirements.

5. Funding Policies

Individuals are required to consult their Managers regarding the availability of funding.

5.1 Charges for Training

Charges are not imposed for attendance at courses funded by Nottingham Security Ltd. However, individuals who have booked a place on a course and who then do not attend the course, with the exception of illness and other mitigating circumstances, will be charged the full unit cost of that training.

6. Review Of The Policy

The Staff Development and Training Policy will be revised and up-dated every three years

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