

## **Policy Statement**

The PCs Group aims to ensure the development of staff through a robust Learning and Development Plan and policy to ensure the workforce of the Group is its greatest asset.

There are three main overarching strategic aims within the HR strategy to support this;

- To attract and recruit the best people,
- To develop a staff body that delivers excellence.
- To have staffing structure that supports the achievement of the Group's strategic aims.

Staff Development is seen as a key factor which influences the quality of the service offered by the Group. Staff are considered as this organisation's most important asset. The development of all staff is a vital element of our HR Strategy and as a consequence, encouragement is being made for a continuing programme of professional development for individual members of staff.

## **Definition**

Staff Development can be defined as the identification of personal and professional needs of the individual member of staff and the devising of programmes to meet these needs within the framework of corporate objectives. Staff Development can take many forms and covers formal training, attending seminars and workshops, networking, job secondments, mentoring, and coaching. It is a core component of managing talent and developing staff to take on more challenging roles at a higher level.

Staff Development seeks to support and assist in the achievement of objectives within the corporate structure. An essential part of management responsibility is to recognise the importance of staff motivation and career development at all levels.

## **Aims**

Our aim is to offer and support a range of activities which:-

- enable staff to develop skills and expertise which will be relevant to their individual needs and can be incorporated into their everyday work;
- respond to the particular needs and priorities of the organisation and its areas, sections and client;
- reflect the priorities of the individual client, the output specification, and KPIs;
- accommodate and reflect national needs and priorities for staff development;
- create access and equal opportunities responding to the expressed needs of all staff together with a recognition of the training needs of specific groups;
- include clearly identified and systematic procedures for short, medium, and long term evaluation of provision and the effective dissemination of good practice.

## **Objectives**

In order to achieve the aims listed, objectives must relate to our improvement plans. Each member of staff should know what is expected of them. The framework is reviewed annually to ensure current, workable and credible outcomes can be achieved. The objectives are to:-

- actively support plans for staff development resulting from Staff Support and Development Reviews;
- achieve the highest standard of professional excellence;

- improve performance and to remedy areas of low information;
- prepare for changing duties and responsibilities and, where applicable, to encourage new methods and techniques;
- broaden experience and encourage career development;
- improve and update existing qualifications, skills and knowledge;
- enhance job satisfaction.

## Priorities

The priorities for staff development will vary on an annual basis and will largely reflect the progress towards targets in the Company's Continuous Development Plan, and 5 Year Plan. Priority will be given to development opportunities which are essential for an individual to carry out their role, are legally required, provide good value for money and return on investment, and are likely to significantly impact on the individual, their client location and the Group in a positive manner.

## Practice of Staff Development

Open channels of communication are always maintained between the staff and their management teams. We encourage all staff to talk to their line manager regarding areas in which they wish to develop their knowledge. During annual staff appraisals staff are encouraged to discuss where they see their role progression, and options are provided to willing individuals in career development and enhancement through the company.

Staff Development is actively monitored through matrixes and evaluated with either the client or PCS directors. Assessing efficiency and effectiveness of programmes provided, creating judgements for future improvements.

## Responsibilities

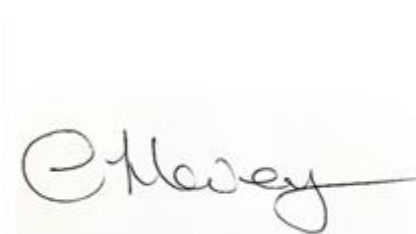
The overall responsibility for staff development rests with the Contract Managers and Line Managers.

Responsibility for promotion, implementation, and evaluation rests with the Line Managers of HR Director.

## DATES

This policy was last reviewed on 31<sup>st</sup> January 2023.

The next review will be on 1<sup>st</sup> February 2024.



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