

## Staff Development and Training Policy

Ede's UK Ltd is committed to the development and training of all employees to support them develop job related skills and knowledge. The aim of the training and development will be focused on activities which support both the individual and the organisations objectives, both in the short and long term.

### Training Guidelines

1. No employees will receive less favourable access to training and development on the grounds of race, nationality, colour, ethnic origin, religion, gender orientation, marital status, disability or age.
2. Staff are expected to take part in identifying their own training needs through appraisals, participation in planned activities and making use of opportunities to learn when they are presented.
3. Accountability for staff development and training rest with management at every level
4. Staff training / development is evaluated and reviewed to ensure that they are meeting the organisational and individual objectives.
5. That it is adequate, effective and value for money.

### Training Budget

The training budget will be identified and allocated at the beginning of each financial year in line with the needs identified to meet the individual and organisational objectives for the upcoming year. The available budget may vary from year to year depending on the organisations training needs which will take priority.

### Priorities for staff development and training

- Health and Safety
- Customer Service
- I.T Skills
- Sales Skills
- Leadership Development

## Identification of training needs

Job related training needs will be identified at a number of stages

- At recruitment
- During the employees induction
- At appraisal
- At the time of employee promotion or additional responsibility

## Process

Training needs may be resolved in the following ways

- Sending individuals on a course or conference
- Training of a number individuals either on or off-site
- Sharing skills in-house, working alongside another member of staff
- Using in-house expertise.
- Distance learning

## Evaluation

All training will be evaluated by means of feedback from the employee and the manager.

## Recording

A training record will be set up for each employee and held in their personnel file. Training records will be kept for all training whether in-house or external.

R.A. Pigott  
General Manager  
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