



TRAINING POLICY

DOCUMENT VERSION CONTROL

Date	Author	Version	Status	Reason for Change
	SEStran	1.0	FINAL	Policy Adopted
Oct 2017	SEStran	1.1	FINAL	Adoption of version control

SEStran recognizes that its most important resource is its employees. It is committed to the training and development of its entire workforce so that they will gain the necessary skills to reach their full potential. This will assist in enabling the organisation to achieve its aims and objective. By increasing the skills and knowledge of its staff the organisation will produce confident, highly qualified staff working as an effective and efficient team.

The individual training and development needs will be identified through

- the annual performance appraisal process
- Requests from employees.

The training and development needs identified will be met through a variety of activities depending on the nature and extent of the requirements deemed necessary after assessment.

All internal training provided by the organisation will be of no cost to the employee. External courses and professional qualifications may be fully or partly funded by the organisation depending on the nature of the training.

Employees are responsible for their own development and as such may inform the organisation of their development needs and take part in prescribed development activities.

As part of the organisation's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information will be used to assess and improve the training process.

This policy respects equal opportunities and applies to all employees.

Review

This document will be reviewed annually by SEStran.