



Early Learning and Childcare Centre

STAFF DEVELOPEMNT POLICY

Ferryfield recognises that the high standards achieved in the service are due to the fact that the staff are well trained and feel valued by Ferryfield. We appreciate that staff who are offered training and development opportunities are likely to express a high commitment to Ferryfield, enjoy increased job satisfaction as well as gaining enhanced prospects for career progression. Ferryfield values the contribution made by staff and will, within the limits of the constraints and resources available, provide training and development opportunities for all staff.

Ferryfield Aims and Objectives

Ferryfield recognises the importance of staff being involved in setting Ferryfield's and development goals and will:

- Seek and take in to account the staff's views on setting appropriate standards of performance.
- Ensure staff are involved in identifying the priorities and objectives and target setting.
- Ensure staff are made aware of the constraints on Ferryfield and the resources available to them.

Management Practice

Staff are able to work more effectively if they are aware of the Ferryfield's aims and objectives and the general framework in which they are expected to work and so the manager will ensure:

- All staff undergo a structured induction.
- All staff receive regular supervision.
- All staff have an annual appraisal to support and identifying individual training and development needs.
- On-going professional development is promoted, encouraged and supported.

Training Plans

Staff training and development needs are addressed through individual training and development plans, these support Ferryfield's aims and enhance professional competency and the status of the employee.

To implement individual training and development plans Ferryfield will:

- Take into account of needs and aspirations of individual employees.
- Identify and promote opportunities for the employee to gain accreditation towards a nationally recognised qualification.
- Take account of individual learning preferences and circumstances and to accommodate these where appropriate and available.
- Give employees appropriate support to achieve their training and development plans.
- Acknowledge training and development achievements and keep a record of their achievements.

Evaluation

Ferryfield recognises the importance of reviewing staff training and development to ensure that it is relevant and effective in terms of helping both the staff member and Ferryfield to achieve their aims, making effective use of resources and assisting staff to develop their potential as Early Years Officers, the group will:

- Monitor and evaluate all staff training and development.
- Use the results of evaluation to inform future training and development for staff.
- Keep abreast of the developments and updates and ensure these are reflected in the training provided for staff.

Adopted by the Committee

Date

August 2016