TheLightBulb Vision

It is our vision that all members of the team are encouraged to value learning as an essential part of their professional life just as they encourage this within our learners and apprentices.

Introduction

The company recognises that training and development is essential for all its employees to support them in their job roles, to meet individual and team goals, to provide a high standard of service to our clients and to meet the Company’s objectives.

It is our policy that training and development objectives set for individual team members will reflect the organisational objectives/needs (eg 50% of LDM’s required to achieve TAQA Level 4) and those of our client groups (eg developing LDM/trainer competence/capability to deliver mental health awareness/training sessions and for LDM’s to promote this in the workplace).

Staff training and development is identified in the annual self assessment process and subsequently linked to areas of the quality improvement plan to enable TheLightBulb to meet company, sector and individual objectives as well as employer, apprentice/learner needs.

**The management team fully supports the training and development of it’s staff through:**

* A robust induction programme for all new staff to familiarise themselves with the organisation, get to know others and to become more quickly at ease in a new work environment. This has been tailored to meet the needs of individual departments and involves a variety of activities for new staff.
* Providing each member of the team with individual training plans to log training undertaken and plan development needs throughout the year and developing these using objectives set during performance reviews, one to ones and individual team members personal objectives. These plans also capture adhoc training needs as they arise throughout the year and will ensure their skills and performance are improved.
* Monitoring professional development through monthly review of training plans by a Director. The plans are an integral part of the performance review process and are reviewed at the annual appraisal against objectives set. They are used by line managers in the performance management of staff in meeting individual and organisational targets and ensuring that the objectives support client needs.
* Enabling and encouraging staff to achieve a minimum of 15 hours anually in maintaining occupational and sector competence through practice (skills and performance) and additional learning hours used to improve and maintain their sector knowledge. This could include the use of project work internally and externally as approved by awarding organisations, work secondment or any other approved methods of maintaining occupational competence.
* Enabling and encouraging staff to improve their teaching/training knowledge skills and performance through a robust OTLA process that sets challenging targets around improvements. A programme of monthly CPD mornings for training staff ensures teaching/training improvements are continually on the agenda and allow for sharing of best practice. Practice of upskilling delivery staff using teaching/training qualifications to meet ratios set by the organisation of staff qualification levels.
* Ensuring all staff undertake mandatory training within the company, including PREVENT and Safeguarding.
* Providing training to surpass legislative requirements in Health and Safety, Safeguarding and Equality and Diversity to be refreshed annually with any relevant updates in between.
* Providing resources such as finance, equipment, time and opportunities to ensure that all staff are developed in order to have the right skills and knowledge to carry out their duties.
* Encouraging employees to pursue development over and above their job role and to give consideration to career development.
* Offering training and development on a fair basis to all employees ensuring that no employee receives less favourable treatment or consideration in relation to training and development on the grounds of their gender, sexual orientation, racial group, marital status, disability, age religion or religious beliefs, or any other unlawful criteria or circumstances.

The company is committed to the development of employees, if any employee identifies training that they think is relevant for their personal development within their job role then this should be discussed with their Line Manager or a Director. Training can take place in many formats and can be formal or informal. Options for learning and development may include but are not limited to:

* Internal/external project work
* On the job learning and learning from others in the organisation and from engaging with clients (employers and learners)
* Internal workshops and learning for groups or teams
* Monthly CPD sessions and sharing of best practice
* Self-paced learning using webinars, online learning and traditional methods
* Off-job courses run by other providers and bodies such as EPAO’s, AO’s and AELP
* Coaching and mentoring either external or internal
* Attendance at forums held by EPAO’s, AO’s and other organisatins eg sector bodies

**Reimbursement of learning costs**

Where the company contributes more than £500 towards enabling an employee to study for a qualification relevant to the employee’s role and the company’s strategic plans, reimbursement of costs by the employee will be required in the following situations:

* All fees would be reimbursed to the company if the employee left during the period of study or did not complete the study programme
* 100% of fees would be reimbursed to the company if the employee left within a period of 3 months following completion of the period of study
* 75% of fees would be reimbursed to the company if the employee left within a period of 4-6 months following completion of the period of study
* 50% of fees would be reimbursed to the company if the employee left within a period of 7-9 months following completion of the period of study
* 25% of fees would be reimbursed to the company if the employee left within a period of 1-12 months following completion of the period of study
* Monies owed to company will be deducted from the employee’s salary payment or other money due to the employee.

**Professional Subscriptions**

Where a professional subscription or licence is required as part of your role. The company will cover the cost of one per employee. The employee should discuss this with their line manager before paying for the subscription/licence and if the company has agreed to reimburse you for the cost, obtain a receipt and claim back through expenses.