



Staff Training Policy

Policy issue date: March 2022

Policy review date: March 2024

Staff Training Policy

4 Strides Equestrian UK LTD, is committed to the support of staff development for all staff. The key purpose is to facilitate personal and professional development enabling individuals and groups to achieve their full potential at work.

4 Strides Equestrian UK LTD, also recognises that, as an institution concerned with learning, it has a special responsibility to encourage and support learning for all members of staff.

4 Strides Equestrian UK LTD, operational success is based largely on the contribution, commitment and achievements of individual members of its staff, working individually and in teams or groups.

4 Strides Equestrian UK LTD, wants to support staff in the performance of their designated roles and to help them to fulfil their potential during the course of their employment.

Training and development includes any activity, which contributes to the enhancement of their knowledge, skills, competence, and working practices. Staff development is thus a key contributor to the success of individuals and ultimately to the success of the 4 Strides Equestrian UK LTD as a whole.

The Aims and Purposes of Professional Development

1. To enable all staff in at 4 Strides Equestrian UK LTD, to expand and grow according to their various tasks and roles and according to their professional potential.
2. To address specific training needs as identified in the individual performance management reviews.
3. To enable staff, where necessary or possible, to gain additional qualifications which will improve standards and the quality of teaching and learning at 4 Strides Equestrian UK LTD.
4. To support staff in a supportive and caring atmosphere and to facilitate generation of this ethos throughout the 4 Strides Equestrian UK LTD business

Equality

There will be equality of access to staff training and development opportunities for all staff. No member of staff will be treated less favourably than another.

Identification of Staff Development Needs

An assessment of the existing skills of individuals, when they are appointed to a new role, will lead naturally to the identification of their need for training and development, related to duties that they are to perform. In addition, staff training and development needs may be identified by staff performance appraisal.

Performance Management by appraisal/review

Performance Management is a cornerstone of effective staff development with specific targets which benefit 4 Strides Equestrian UK LTD, and the individual.

It is our policy that all staff have at least one annual performance review a year with the director of 4 Strides Equestrian UK LTD, at which time, training and development needs will be assessed and ways of meeting these will be identified, and an appropriate timescale agreed.

Staff training budget

4 Strides Equestrian UK LTD, is fully committed to the career development of all employees and are therefore willing to meet the costs associated with necessary and identified personal study and training focused on 4 Strides Equestrian UK LTD, business requirements

It is the responsibility of Managers to Manage the budget allocation for staff development, prioritising needs and keeping appropriate records.

Responsibilities of Managers

- To plan and implement 4 Strides Equestrian UK LTD, training and development policy.
- To plan and implementation of cost-effective training
- To provide forums where staff can communicate their needs.
- To provide relevant 4 Strides Equestrian UK LTD, based training opportunities.
- To encourage staff to participate in courses and similar opportunities.
- To listen to staff concerns and to offer support in a variety of ways. To ensure that annual performance management reviews are carried out Oversee the entire cycle of staff development and keep it on course.
- Communicate information to staff.
- Liaise with relevant outside bodies and maintain an awareness of opportunities that exist
- Identifying areas of their own work and work done by staff for whom they are responsible which could be assisted by training and development activities;
- Ensuring their staff attend all statutory training requirements;
- Ensuring that new staff reporting to them are provided with appropriate induction training;
- Ensuring that staff who are attending organised training know the reasons for the training, its objectives, the expected outcomes and standard of performance,

Responsibilities of Staff

4 Strides Equestrian UK LTD, aims to create an environment where staff take shared responsibility for their own individual effectiveness, personal and career development. All members of staff are required to participate in staff performance management appraisals/ reviews, and to make all reasonable efforts to attend training and staff development as may be identified and agreed from time to time.

Staff must:

- be prepared to undertake professional development.
- seek opportunities for self-development and to take full responsibility for meeting job related development needs.
- be aware of courses and training opportunities and their relevance to the 4 Strides Equestrian UK LTD, priorities.
- communicate developmental needs within the consultation process.

Training Evaluation

The benefits of training activities undertaken by individuals or staff teams should be reviewed following each activity. Evaluation may also take place via informal feedback and in meetings etc.

TRAINING AND DEVELOPMENT PLAN:

| Name of employee | Training/Development to be provided | Date | Cost | Outcome/Result Achieved |
|------------------|-------------------------------------|------|------|-------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Implementation, monitoring and review of this policy

This policy takes effect immediately. Management has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis and may be changed from time to time.

Any queries or comments about this policy should be addressed to an individual's line manager/supervisor or the Director.

Procedures

This procedure may only be amended or withdrawn by the Director of 4 Strides Equestrian.

Approved by

Signed: Name: Date:

Director