



Training Policy

Training opportunities are an essential element in ensuring akp meet its overall corporate aims and objectives. They provide the appropriate levels of skilled staff required to deliver high quality services. Training needs will be identified through PDP's and regular reviews, and are determined by the need to meet service requirements, service delivery and corporate policy.

This policy has been developed to operate in conjunction with akp's Equal Opportunities Policy.

akp aim to provide appropriate training programmes in order to achieve the following aims:

- To develop skills and knowledge to meet current organizational aims and objectives
- Ensure staff are able to carry out their roles effectively
- Fulfil statutory obligations
- Provide staff with the skills and knowledge required to do their jobs
- Ensure access to opportunities to develop new skills and knowledge
- Improve the quality of service delivery to our clients
- Improve the efficiency of the organisation

Access to training and training needs are identified as part of the Performance appraisal and once the course or training meets an identified training need the criteria for supporting an employee to attend a short external course or qualification are;

- The course or training provides the employee with the skills and knowledge which are necessary to perform the job effectively
- The course or training is necessary to develop skills and knowledge which are or will be needed to meet the organisation's requirement in terms of services, service delivery and corporate policies

All managers at all levels are responsible for implementing the Training Policy and:

- Providing coaching and support in relation to the development needs of staff
- Directing 'on the job' training

HR will provide guidance on training policy and procedures and in conjunction with line managers will:

- identify and quantify training needs
- ensure training resources are allocated to meet service requirements and corporate objectives
- Assist with the formulation of training plans
- Design, organise and present specific training activities
- Advise managers on training activities and evaluate their effectiveness
- Arrange for staff to attend external post-graduate courses and internal courses
- Prepare and submit annual training plan to the board.

Ian McEwan, Managing Director
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