



# Employee Learning and Development Policy

## Table of Contents

1	Mission Vision Values and Behaviours.....	2
1.1	Mission.....	2
1.2	Vision.....	2
1.3	Core Values .....	2
1.4	Behaviours.....	2
1.4.1	Be inspirational .....	2
1.4.2	Add value .....	2
1.4.3	Be inclusive.....	2
1.4.4	Be a learner yourself .....	2
2	Policy Statement .....	3
3	Purpose .....	3
4	Scope.....	3
5	Roles and Responsibilities.....	3
6	Policy Implementation.....	4
6.1	Minimum Standards.....	4
6.2	Induction .....	5
6.3	Training Plans.....	5
6.4	Training Records.....	6
6.5	Evaluation and Monitoring .....	6
7	Monitoring and Review.....	6
8	Signature .....	6

# 1 Mission Vision Values and Behaviours

## 1.1 Mission

Aspire Procurement Training exists to provide UK businesses with the next generation of aspiring supply chain professionals

## 1.2 Vision

To be the supply chain training provider of choice for apprenticeships and commercial courses, by putting the apprentice and the learner at the heart of everything we do

## 1.3 Core Values

- The passion and commitment to provide quality supply chain training
- The freedom from discrimination for all apprentices, learners, skills teachers, skills coaches and employees
- Continuous improvement through compliance to standards, adoption of best practice principles, and measurement against all performance targets

## 1.4 Behaviours

### 1.4.1 Be inspirational

- Our apprentices and learners perform best when they are inspired. Our whole team is passionate about the learning experience and committed to provide the best supply chain training

### 1.4.2 Add value

- We are focused on the value to the apprentice and the learner
- Both our study material and our teaching will bring to life the core academic content provided by our qualifying institutions
- Our skills trainers will be respected supply chain practitioners from a variety of industries and organisations and all will be MCIPS qualified
- Our teaching methods will be interactive and promote ethical best practice

### 1.4.3 Be inclusive

- We are advocates of inclusivity across all apprentices, learners, skills trainers, skills coaches and employees

### 1.4.4 Be a learner yourself

- Feedback and shared experiences will make us better. We are passionate about improvement
- We understand that learners have different learning styles. We will deliver our teaching in different formats and at a pace to suit the individual apprentice and learner

## 2 Policy Statement

Aspire Procurement Training believes that staff are its most valuable resource. Their competence, commitment and capacity to change are fundamental to the successful achievement of Aspire Procurement Training current and future goals. Staff development and training contribute to the enhancement of quality and appropriate staff training is essential to the overall performance of Aspire Procurement Training.

## 3 Purpose

This Policy has been developed in line with Aspire Procurement Training overall vision, purpose, values and culture and reflects a belief and passion in the need to develop and support all employees, whether employed on a full-time or part time basis to enable them to do their job effectively; develop their potential and their performance; and provide quality, value for money, services to our learners, customers and stakeholders.

## 4 Scope

This policy applies to all employees.

## 5 Roles and Responsibilities

The **directors** have the responsibility to ensure that all new employees have an appropriate induction into the business, including a review of their current knowledge and skills

All **line managers** are responsible for:

- ensuring that their reports undergo all relevant induction training, including the provision of coaching on working practices and processes.
- ensuring a development plan is in place with discussion as part of performance development and review process
- discussing learning and development needs with individual employees and agreeing an individual development plan.
- reviewing and evaluating the effectiveness of learning and development on individuals and teams to demonstrate a clear benefit to the overall requirement to improve services to our learners, employers and key stake holders.
- encouraging and supporting staff to be proactive about self-development at work and facilitating reinforcement and application of learning in the workplace
- being aware of employee development opportunities and the impact of discrimination issues and equal opportunity.

All **employees**:

- are expected to actively contribute to identifying and meeting their own job-related development needs and agreeing personal development plans and implementation with the line manager

- need to recognise that learning and development is a two-way process and individual employees need to accept responsibility for their learning and development and its application in their work
- are expected to consider different types of learning activities e.g. coaching, mentoring, e-learning and events, research.

## 6 Policy Implementation

The Policy reflects our ethos and workforce planning framework to ensure we maximise the organisational capacity, performance and resilience to deliver our objectives through our people, which means:

- having the right skills, in the right place, at the right time, to the required capacity to deliver Aspire Procurement Training priorities at the agreed standards
- developing and supporting all of our employees to do their job well to deliver our priorities for the benefit of our learners and customers
- working as one provider and, through our partners, to deliver effective and efficient services.

The policy sets out the minimum standards which managers and employees are expected to implement, and clarifies the Aspire Procurement Training wide learning and development initiatives managers and employees have access to, such as the Employee Induction Programme and the mandatory learning toolkits, the train the trainer programme and the qualification routes.

Aspire Procurement Training's values will be integrated into all performance and development review procedures and will be linked to learning and development requirements. Some areas may also wish to use professional competencies or standards that are set by relevant professional bodies.

Core to our learning development plan is the ability to work in partnership with employers to maintain the professional knowledge, skills and experiences of our skills trainers and utilise the opportunities available to ensure that our skills trainers are current in their practice, therefore ensuring that we are able to deliver apprenticeship standards.

### 6.1 Minimum Standards

All new employees and those new to a role, team or service across the organisation will have access to a Aspire Procurement Training employee induction as well as a local (department/team) Induction process that will allow them to settle into their role.

- All learning and development contributes to the Aspire Procurement Training vision, purpose, values and culture.
- Learning and development opportunities will be accessible to all.
- All employees will have a development plan in place for both 'must do training' and personal development.
- All employees have equal opportunities to develop their career within the organisation.
- Employees are well supported after accessing learning and development opportunities and have clear objectives for putting the new skills and knowledge into practice.

## 6.2 Induction

New staff will be provided with an induction programme and materials that are individually focused around the employee's personal needs, depending on experience and qualifications.

This will include:

- An introduction to Aspire Procurement Training
- An introduction to our approach for supporting and engaging employers and apprentices
- An introduction to Teaching, Learning and Assessment at Aspire Procurement Training – our standards and expectations
- An introduction to the Apprenticeship Journey
- Aspire Procurement Training Quality Journey (quality processes, procedures, improvement initiatives, Awarding body and EPAO requirements).

A generic induction checklist will be completed with all staff.

- New staff will be provided with an induction plan relating to their own specific job responsibilities, as set out in their job description.
- There will also be an opportunity to job shadow other job roles to give an understanding of how the company works as a whole.
- Throughout the induction period, which will be different for each staff member, regular meetings will take place with the line manager to discuss the activities they have been observing or completing alongside other assessors.
- The trainers understanding of the appropriate assessment paperwork to be completed will be tested throughout the induction period along with understanding of standards and assessment methods.
- At the end of the agreed induction period further support and training needed will be identified and planned.
- Dates of monthly one to one support meetings with line manager will be issued along with a list of information needed for each meeting to ensure they are productive.

## 6.3 Training Plans

Employees will be encouraged to take the initiative to consider their own training and development needs and to make these known to their line manager.

- All staff training and development needs will be reviewed as a minimum on an annual basis at appraisal.
- Six monthly reviews and monthly support sessions will also give an opportunity to identify and plan for training and development identified.
- Staff will be encouraged to work towards national qualifications related to their role, and areas of interest for development.
- Support will be given to staff undertaking training by means of time, finances and resources, as well as encouragement and personal support.
- Staff are required to undertake hands on competence updating in their occupational area on an annual basis.

- Staff will be made aware of training priorities which have been identified at Aspire Procurement Training

## 6.4 Training Records

- A record of all training undertaken by staff will be maintained at Aspire Procurement Training.
- Staff should ensure they advise the Quality Manager of any training they have undertaken to ensure records are up to date.
- All staff are required to be registered on the Education Training Foundation.
- All staff are required to keep a record of their Continuous Professional Development, this should be updated as a minimum every 3 months, and this will be monitored by the line manager at support meetings.
- The individual employee learning and development log/portfolio must be available for External Verifier visits and as requested by the Quality Manager and their line manager.

## 6.5 Evaluation and Monitoring

- All training should be evaluated by staff. This can be on the training form or at the support meeting with their line manager.
- Evaluating training may benefit other staff and may be required at a general staff meeting.
- All evaluations of training should be kept within the CPD log/ portfolio, dated and signed.

## 7 Monitoring and Review

This policy will be reviewed annually to ensure that it is up to date and compliant with the latest legislation.

The policy was last updated in September 2021 and is due for renewal in September 2022.

This policy may also be updated before the renewal date if legislation changes or if monitoring and review of performance suggests that practices should be altered.

## 8 Signature



Mark Parker  
Director