



Title:	Employee Development and Training		
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1. PURPOSE

The purpose of this procedure is to describe the process by which employees develop an annual plan for their own personal growth with input from the business strategic objectives, personal objectives and opportunities for learning and growth that may be provided by leadership.

2. SCOPE

This SOP applies to all CLS employees.

3. RESPONSIBILITIES

All Employees: are responsible for the management of their Integrated Performance and Development Plan (IPDP) and for highlighting new teaching methods and technologies. Employees are encouraged to attend communities of practice, conferences and any forum that can provide opportunities for learning in relation to their roles and expertise.

Directors: are responsible for providing advice and coaching with respect to direction and provision of opportunities to engage in a scholarly capacity or a learning capacity which strengthen the links between education, teaching, research, and other developments within fields.

4. PROCEDURE

4.1 Training Needs Identification


There are 6 main sources of training needs, these outlined below:

1. Role Specific Curriculum

Training curricula are prepared for each role in the business. Training requirements are highlighted during induction with relevant quality policies and SOP's that are relevant to the role are included in the development plan.

2. Strategic Management Process

Training needs will be identified as an outcome of the strategic management process. Capability gaps will be identified, and suitable training and development opportunities will be identified to address those gaps. Common training needs will form the Development Day calendar throughout the year. Individualized training or

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coaching will be sourced as required. Each employee will be required to document the objectives and outcomes from these interventions in their IPDP.

3. Employee requests

Employees can source and request training that they feel will aid them in achieving their personal goals and objectives. This will be documented in the IPDP FOR-66

4. Director Suggestions


Directors can source and suggest specific development opportunities that they feel will aid employees in achieving their personal goals and objectives. This will be documented in the Integrated performance and Development Plan FOR-66

5. New Teaching Methods and Technologies

Training with respect to any new teaching methods or technologies can be requested in the IPDP and will be discussed through the process of finalizing the document.

6. Conferences and or Community of Practices

As appropriate, employees will be requested to attend or can request to attend conferences or communities of practice that are highlighted on the conference calendar. Employees are encouraged to present at conferences where there is an opportunity to highlight developments from work completed but also to attend as a learner and to keep up to date with new developments.

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4.2 Process Flow

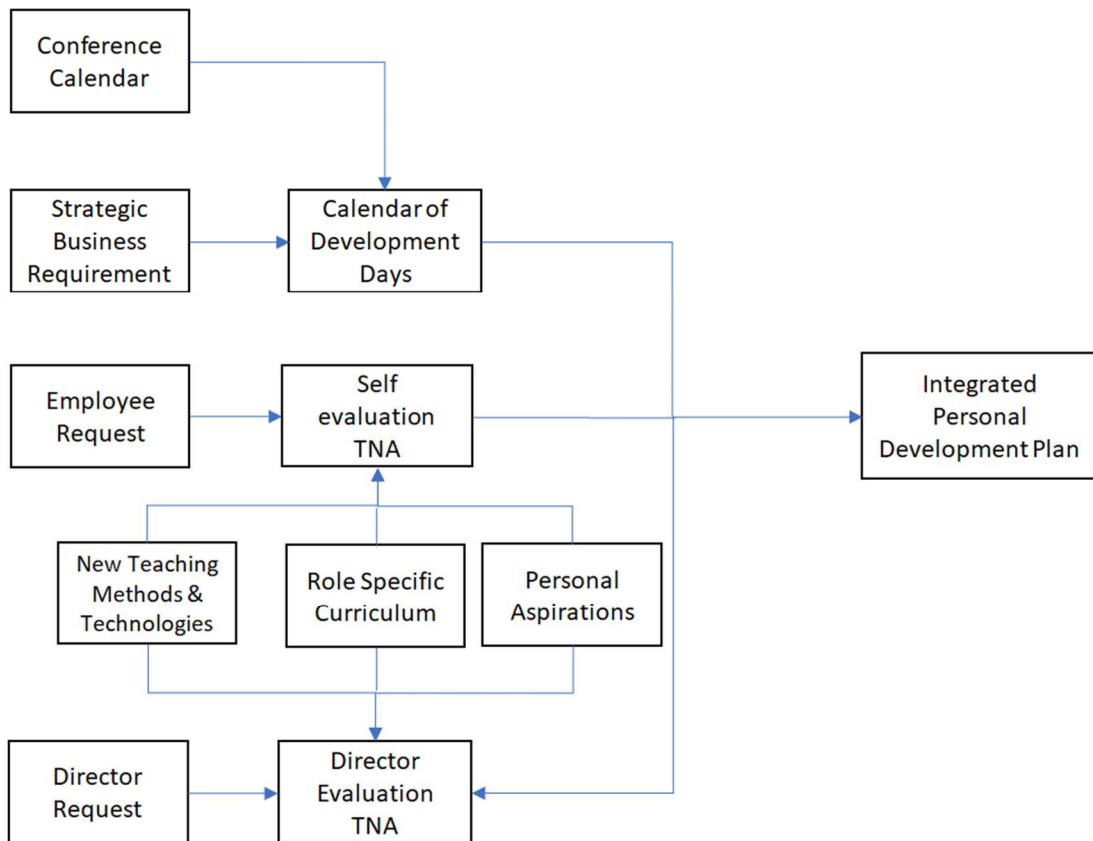



Figure 1: Creating the Integrated Personal Development Plan

4.3 The Integrated Personal and Development Plan

Development needs are captured in the Integrated Personal and Development Plan.

The Process for agreeing the integrated performance and development plan is intended to be an interactive and iterative process with the document being live throughout the year. Once an objective is agreed, changes should only come with the explicit agreement of the Directors.

Employees shall keep the document up to date with the goal of prompting thought after each training intervention to apply new skills or knowledge as it is acquired wherever possible. Thus, the identified training needs are addressed.

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5. ABBREVIATIONS AND DEFINITIONS

5.1 Abbreviations


Term	Definition
IPDP	A document detailing a complete plan of action for employee development. Including goal setting, training needs identification and a record of employees documented learnings and reflections
Development Day	A scheduled company training day. These are targeted training interventions that are aligned with the company's strategic objectives.

5.2 Definitions

Term	Definition
N/A	

6. RELATED DOCUMENTS



Doc ID	Title
FOR-66	Integrated Performance and Development Plan

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7. SOP HISTORY

Revision #	Reason for Revision
1	Original Version.

8. DOCUMENT APPROVALS

Role	Name	Signature and Date
Author	Maria Ryan	 24/02/2022
Approver	Christy Murphy	 24/02/2022