



NORWOOD UK

Continuing Professional Development (CPD) Policy

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Introduction

Our business values all the people who work within it. Our aims statement talks of enabling our staff to reach for the highest level of personal achievement. If we are to achieve this aim, then all staff within our business has a part to play. A programme of continuing professional development recognises and develops the contribution that all staff can make personal improvement. This policy provides the framework through which all staff are supported and professionally developed and shows the business's commitment to investing in staff development.

Entitlement

All staff and the directors are entitled to professional development opportunities. These opportunities are linked to local and national priorities such as:

- those identified within our business plan;
- those identified outside our business plan

Our business ensures that all staff and directors have equality of opportunity without discrimination in seeking the highest level of personal achievement.

All staff working in our company receive an induction pack, as outlined in our staff handbook.

The company recognises its responsibility to offer developmental opportunities for staff with leadership and business expertise.

Newly qualified engineers are entitled to a specific programme of support and development. From City and Guilds development to personal development each individual will get full support through any channel.

Company plan

The professional development of staff is linked to our business plan. This is our action plan for improving the performance of our staff. Funding for priorities within the plan will reflect the professional development needs linked to these priority areas. Funding for professional development is identified in the Standards Fund.

Evaluation and dissemination

All professional development activities are monitored for their impact on business performance. Evaluation forms are completed and returned to the Continuing Professional Development Leader or Head of Human Resources.

The Continuing Professional Development Leader records all professional development undertaken in and out of the company and prepares an annual update for the director.

CPD programme

The CPD programme offers staff a wide range of development opportunities:

- review of job description
- induction
- appraisal
- staff meetings
- staff training days
- joint staff and director training sessions
- reviews of staff work
- membership of working groups
- conferences and seminars
- coaching and mentoring
- membership of local and regional networks
- membership of professional associations

Appraisal as part of performance management

From September 2011 a new appraisal model in the form of a performance management system applied to all staff and directors within our company. The aim is to help improvement by agreeing and reviewing priorities within the context of the business plan. The outcomes of performance reviews help to set priorities for future planning and professional development. They also inform decisions about discretionary pay awards. Norwood Electrical (UK) Ltd is committed to ISO 9001:2008 and to up-hold its values to attain and maintain a quality driven business.

Signed for and on behalf of the company

A handwritten signature in blue ink, appearing to read 'Jo Shuttlewood'.

Jo Shuttlewood – HR Director