

Learning and Development Policy

Policy Owner	Director of Operations
Version	1.0
Effective Date	September 2026
Review Date	September 2027

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1. Policy Statement

LTS Group is committed to ensuring that its employees, tutors and other workers have the knowledge, skills and support needed to carry out their roles safely, effectively and to a high professional standard.

Learning and development at LTS includes mandatory training, induction, role-specific development, continuing professional development (CPD), supervision, coaching and opportunities to improve knowledge and practice. Training will be proportionate to the role and the needs of the organisation, the children and young people we support, and the schools, local authorities and other clients with whom we work.

2. Purpose

The purpose of this policy is to set out LTS Group's approach to learning and development and to ensure that training needs are identified, delivered, recorded and reviewed consistently.

The policy supports safeguarding, service quality, regulatory compliance, professional development and continuous improvement across LTS Group.

3. Scope

This policy applies to LTS Group employees. Relevant sections also apply to tutors, teaching assistants, mentors and other workers supplied or engaged by LTS where training is required for their assignment, safeguarding responsibilities, compliance obligations or professional practice.

Not every development opportunity available to employees will apply to temporary workers or tutors. LTS will determine training requirements according to the individual's role, assignment and responsibilities.

4. Induction and Role-Specific Training

All new employees will receive an appropriate induction covering their role, responsibilities, key policies, safeguarding arrangements, systems and working practices.

Tutors and other workers will receive the information and onboarding relevant to their work with LTS, including access to applicable handbooks, policies, safeguarding information and assignment-specific requirements.

Managers are responsible for ensuring that new team members understand what is expected of them and for identifying any additional training required for the role.

5. Mandatory Training and Compliance

LTS will identify mandatory training according to legal, regulatory, safeguarding, contractual and organisational requirements.

This may include safeguarding and child protection, Keeping Children Safe in Education (KCSIE), Prevent, data protection and information security, health and safety, safer working practice and other training relevant to the individual's duties or assignment.

Where training is mandatory, individuals are expected to complete it within the required timescale and to undertake refresher or updated training when requested. Failure to complete required training may affect an individual's ability to work on an assignment or carry out particular duties.

6. Safeguarding and KCSIE Updates

Safeguarding is a core part of learning and development at LTS. Staff and workers whose roles involve children or young people must maintain appropriate safeguarding knowledge and complete required safeguarding training.

LTS will communicate relevant updates to KCSIE and other safeguarding guidance. Individuals must read the sections or guidance applicable to their role and confirm completion where LTS requires this.

Safeguarding learning should be reflected in day-to-day practice, including professional boundaries, safer working, reporting concerns, online safety and the particular risks associated with one-to-one and home-based tuition.

7. Continuing Professional Development

LTS encourages continuing professional development that improves the quality of its services and supports the needs of children and young people.

Development may include SEND-specific practice, teaching and learning, behaviour and engagement, communication needs, trauma-informed approaches, examination or curriculum knowledge, leadership, compliance, systems training and other areas relevant to an individual's role.

Development needs may be identified through supervision, quality assurance, appraisals, observations, feedback, changes in legislation or guidance, client requirements, incidents, audits or organisational priorities.

8. Supervision, Appraisal and Quality Assurance

Employees' learning and development needs will be considered through regular management discussions and the appraisal process.

For tutors and education workers, development needs may also be identified through LTS's teaching and learning quality assurance processes, feedback, reports, placement reviews and support from the Senior Teacher or relevant manager.

Where an improvement need is identified, LTS may agree additional guidance, coaching, training, observation or a development plan. The purpose is to support safe and effective practice and maintain appropriate standards.

9. Responsibilities

Directors and managers are responsible for promoting learning and development, identifying training needs within their areas, ensuring mandatory requirements are completed and supporting appropriate development.

The Compliance team is responsible for supporting the recording and monitoring of mandatory compliance training and associated evidence where this forms part of worker or employee compliance.

The Senior Teacher supports teaching and learning quality, tutor development and the identification of education-related CPD needs.

Employees, tutors and workers are responsible for engaging with required training, keeping their knowledge current, applying learning in practice and informing LTS where they believe further training or support is required.

10. Training Records

LTS will maintain appropriate records of mandatory training and other learning and development activity where evidence is required.

Individuals may be required to provide certificates or other evidence of completed training. Training information will be handled in accordance with LTS's data protection and records management requirements.

Managers and the Compliance team should ensure that records relevant to their responsibilities are kept up to date and that renewal or refresher requirements are identified in good time.

11. Access to Learning and Development

LTS Group provides access to appropriate learning and development resources to support safe, compliant and effective practice.

Mandatory and role-relevant training for tutors and workers may be provided through LTS's approved training platforms, including The National College, or through other appropriate training providers. Tutors and workers are responsible for completing required training within the timescales communicated by LTS.

For LTS employees, the organisation supports ongoing professional development relevant to their roles and responsibilities. This may include training, workshops, webinars, qualifications and development opportunities available through LTS's professional memberships, including APSCo, as well as other appropriate providers.

Additional development opportunities for employees will be considered according to role requirements, organisational priorities and the benefit to the individual and LTS.

12. Monitoring and Review

LTS will monitor the effectiveness of its learning and development arrangements through management oversight, safeguarding and compliance checks, quality assurance, feedback, audits and appraisal.

This policy will normally be reviewed annually, or sooner where there is a significant change in legislation, statutory guidance, contractual requirements or LTS working practices.

Related documents: Safeguarding and Child Protection Policy; Whistleblowing Policy; Employee/Candidate Handbooks; Data Protection and Information Security policies; Health and Safety arrangements; relevant training and compliance procedures.