

Training and Development Policy

LTS Group is committed to a robust training programme for all staff and contractors. The training programme is designed to ensure regular CPD is given to all agency workers and LTS employees alike. This policy should be read in conjunction with the following:

- Equal Opportunities Policy
- Diversity Policy
- Safer Recruitment Policy
- Recruitment and Selection Policy

All contractors must complete our necessary free training before the first assignment to include training on:

- Safeguarding and Child Protection
- GDPR
- Prevent
- FGM

Dependent on your existing skills we offer further training on:

- Behaviour management
- Autism awareness
- Manual handling
- Various webinars to further advance existing skills
- Employee induction
- Job shadowing

Our client schools are encouraged to include contractors on long term assignments in their in-house CPD

All necessary training is explained during the interview process and must be completed as part of our registration process before the first assignment. Further training is also identified once a contractor is placed. We will engage in further discussion with the candidate and school to identify additional training and development opportunities.

LTS staff complete annual Safeguarding, Safer Recruitment and ongoing CPD is both in-house and in line with personal and professional goals. Staff appraisal is carried out annually with regular one to one follow up sessions during the year.

An induction programme is in place to help new employees get started and understand key organisational processes.



LTS is committed to creating a culture of continuous learning and improvement to ensure that we are consistently meeting the needs of our employees and contractors. This in turn will help make a positive impact on performance and organisational success and ensure we can deliver the highest quality service to our clients.

Communicating this Policy

This guidance will be communicated to contractors during the initial interview and will be updated annually or if any changes to legislation. This policy is available on the LTS Group Website and on company secure internal drive.

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