



## Training and Development Policy

### 1. Purpose

LTS Group is committed to fostering a culture of continuous learning, professional growth, and organisational excellence. This policy outlines the organisation's approach to staff and contractor training, development, and career progression, ensuring that all personnel have the skills, knowledge, and competencies necessary to perform their roles effectively.

### 2. Scope

This policy applies to all employees, agency staff, contractors, and volunteers working with LTS Group.

### 3. Principles

LTS Group's approach to training and development is guided by the following principles:

- **Equity and Inclusion:** All staff have equal access to learning and development opportunities.
- **Continuous Learning:** Development is an ongoing process, aligned with individual, team, and organisational goals.
- **Compliance:** Training ensures adherence to legal, regulatory, and professional standards, including safeguarding and data protection.
- **Relevance:** Training is tailored to the needs of the role and career progression aspirations.
- **Evaluation:** Learning outcomes are regularly assessed to ensure effectiveness and impact.

### 4. Mandatory Training

All staff and contractors must complete the following core training:

- Safeguarding and Child Protection
- Health and Safety
- GDPR / Data Protection
- Prevent Duty Awareness
- Equality, Diversity, and Inclusion

Training must be completed prior to starting work, and refresher courses are mandatory at intervals specified by law or organisational requirements.

### 5. Role-Specific and Developmental Training

Depending on role and experience, additional training opportunities are provided, such as:

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- Behaviour Management and Conflict Resolution
- Autism Awareness and Special Educational Needs (SEN) Training
- Manual Handling and First Aid
- Advanced professional courses and webinars
- Leadership and management development programmes
- Job shadowing and mentoring opportunities

## 6. Induction Programme

All new staff and contractors undergo a structured induction programme covering:

- Organisational culture, policies, and procedures
- Role expectations and responsibilities
- Mandatory training completion
- Introduction to key contacts and support structures
- Webinars

## 7. Continuing Professional Development (CPD)

LTS Group supports continuous learning through:

- Annual personal development plans agreed with line managers
- Regular one-to-one supervision and feedback sessions
- Performance appraisals linked to training and career progression
- Opportunities for further qualifications or certifications relevant to role

## 8. Monitoring and Evaluation

The effectiveness of training and development is monitored through:

- Training completion records and compliance audits
- Feedback surveys from participants and managers
- Assessment of performance improvements and organisational outcomes

## 9. Roles and Responsibilities

- **Line Managers:** Identify training needs, support staff in accessing opportunities, monitor progress.
- **HR / L&D Team:** Coordinate training programmes, maintain records, provide guidance on development opportunities.
- **Staff / Contractors:** Engage in learning opportunities, complete mandatory and role-specific training, and provide feedback for continuous improvement.

## 10. Communication



This policy is communicated to all staff and contractors during induction and is accessible via the company intranet and internal communications channels. It is reviewed **annually** or as required due to changes in legislation or organisational needs.

## 11. Review

This policy is reviewed annually by HR and senior management to ensure ongoing relevance, compliance, and effectiveness.

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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SIGNED: *Eddi Banks*

POSITION: DIRECTOR

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