Learning and Development Policy

Introduction

Siderise is committed to creating a culture where continuous learning and development are embedded in everyday practice.

All employees are expected and supported to develop the skills, knowledge, experience, and behaviours required to perform effectively and safely in their roles. This includes both role-specific competence and broader personal and professional development.

Learning begins at induction and continues throughout employment, supported through structured processes such as Performance Reviews.

Scope

This policy applies to all employees employed by Siderise. It does not apply to workers, contractors, consultants, or self-employed individuals working for the organisation.

Localised legislation will be considered when applying this policy in international locations and the necessary amendments will be made.

Purpose

This policy aims to:

- Support individual and organisational development
- Ensure compliance with all relevant legislation, standards, and industry frameworks (such as the Building Safety Act, ISO standards and CCPI)
- Provide clarity on access to learning, study leave, and funding
- Ensure consistent and fair decision-making across the organisation

Categories of learning and development

Siderise recognises four categories of learning:

1) **Statutory Training:** Training required to meet a specific legal or regulatory obligation (e.g. Health and Safety at Work Act) applicable to Siderise, an employee, or their role. This training is mandatory and must be completed within the required timeframes.
2) **Mandatory Training:** Training required by Siderise to meet operational, regulatory, or certification requirements (e.g. ISO standards, CCPI, data protection). An example would be Building Safety Act training.
3) **Continuous Professional Development:** Ongoing learning activities to enhance or maintain skills, knowledge, experience, and behaviours. CPD can include formal training courses, workshops, seminars, and informal learning experiences such as reading relevant articles or reflecting on work practices. It helps ensure that employees remain competent and effective in their roles.
4) **Personal Development:** Development that supports career progression, future capability, or personal growth.

Competence and Compliance

Siderise adopts a structured approach to competency management.

- Competence includes skills, knowledge, experience, and behaviours.
- Training alone does not demonstrate competence.
- Competence must be applied, assessed, and evidenced over time through a combination of observation, formal assessment, evidence submission, and demonstration in role.

Further detail is provided in the Competency Management Policy.

Time Off for Training (Study Leave)

Development needs will normally be identified through competency reviews. However, they may also arise between review meetings, and either the employee or line manager may raise a new development action or training request.

Siderise is committed to supporting employee development. Employees may request time off for training in line with this policy, and all requests will be considered fairly, consistently, and in line with business needs.

Study leave is approved time away from normal duties to undertake learning activities.

Key principles:

- A working day equals 7.5 hours
- Study leave is not pro-rated for part-time employees
- All study leave must be agreed in advance

Employees are expected to request study leave with reasonable notice to enable effective workforce planning. Managers may defer requests where necessary to maintain business continuity.

Requests will be assessed based on:

- Relevance to current or future role
- Business benefit
- Operational impact
- Cost and time commitment

Requests may be declined where there is a clear business reason, such as operational requirements or cost. Reasons will be provided where a request is not approved. Employees may request a review of decisions through their line manager's manager or the HR department. Appeals will be considered objectively and in line with this policy.

Funding

Siderise will normally fund 100% of approved learning costs, including:

- Course fees
- Learning materials
- Relevant professional memberships
- Reasonable associated expenses

Funding will normally be prioritised in the following order:

1. Statutory training
2. Mandatory training
3. Role-critical CPD
4. Personal development

Funding approval must consider:

- Alignment to business priorities
- Budget availability
- Return on investment (ROI)

For costs exceeding £750, a formal training agreement must be completed before training starts. This includes repayment terms (as described below) which must be agreed to prior to training commencement.

Additional costs

If an employee incurs additional costs associated with training, for example through late fees or resitting exams, the employee and their line manager must discuss this with the Learning and Development Business Partner.

A business case may be required for review by the relevant Chief Officer. Approval of these additional costs will be at the discretion of the relevant Chief Officer.

Fee Repayment Requirement

If an employee leaves the company within two years of completing a company-funded training programme, they will normally be required to repay some or all of the training costs. The repayment amount will be determined based on the duration of employment following completion of the training, as shown in Table 1.

Leaving Siderise employment:	Fees paid back to Siderise:
Before completion of qualification/programme of study	100%
Within 1 year of completion	75%
Between 1 and 2 years after completion	50%
More than 2 years after completion	0%

Table 1: Repayment schedule

Fee repayments may be waived in certain circumstances, such as redundancy or other exceptional situations, at the discretion of Siderise. Further detail is available within the training agreement.

Reasonable adjustments

Siderise is committed to ensuring learning opportunities are inclusive and accessible across all protected characteristics under the Equality Act 2010. Employees must not be discriminated against in access to learning and development opportunities. Reasonable adjustments must be made where required for disabled employees, and training decisions must be objective, consistent, and based on business and development need.

Siderise is committed to ensuring that training sessions are accessible and inclusive for everyone. If an employee has specific needs or requires reasonable adjustments to participate fully, they should contact the Learning and Development Business Partner. This may include, but is not limited to:

- Flexible scheduling
- Accessible training materials (e.g., large print, digital formats)
- Assistive technology (e.g., screen readers, speech-to-text software)
- Physical accessibility requirements
- Customised learning content
- Additional breaks or rest areas

Further information can be found within our Equality Diversity and Inclusion Policy.

Conflicts of Interest

To ensure transparency and maintain the integrity of the training procurement process, employees must declare any potential conflicts of interest when engaging with approved training providers.

This includes but is not limited to:

- Sponsorship/hospitality related to training
- Personal/professional connections with examination boards and accreditation centres
- Secondary employment or connection in a training capacity with another training provider

Monitoring and Evaluating Investment in Training and Development

Siderise recognises that monitoring investment and measuring outcomes are critical to the effective planning and delivery of learning and development activities. Outcomes may be demonstrated at individual, departmental, and organisational level. Senior managers have an important role in supporting this process.

Evaluation findings are used to inform future business planning and continued investment in employee learning and development. These findings are regularly shared with the senior executive team.

Data Protection

Personal data relating to training and development will be processed in accordance with UK GDPR and the Data Protection Act 2018.

- Lawful basis: Legitimate interests and contractual necessity
- Data collected: Training records, qualifications, assessment outcomes
- Access: Limited to those managing development processes
- Retention: In line with organisational data retention schedules

Please refer to the Siderise Data Protection Policy for further detail.

Responsibilities

- Employees: Employees are responsible for actively participating in their learning and development and complying with this policy and our Competency Management Policy.

- Line managers: Line managers are responsible for supporting their team members' development and ensuring compliance with any relevant memberships, legislation, and this policy. They must ensure development discussions are meaningful, documented, and aligned to business needs. All development decisions must be demonstrably fair and evidence-based.

- HR Department: The HR department is responsible for providing employees and line managers with advice, maintaining records, and managing the fee repayment arrangements.

- Chief Officers: Chief Officers are responsible for providing sufficient resource to enable the safe and effective delivery of services so employees can undertake development activities.