

LEARNING & DEVELOPMENT POLICY

Introduction

Whatever our role at Siderise, it is important that we continuously replenish our knowledge and develop our skills. Our approach to learning means that all employees will be supported in developing confidence, skills, knowledge and independence throughout their employment with us.

Whilst the beginning of our employment will contain a prescribed induction, carefully designed to onboard us safely and effectively into our new roles; our ongoing development needs will be identified by mechanisms such as (but not limited to) Performance Development Review (PDR) process.

Scope

This policy applies to employees employed by Siderise. It does not apply to workers, contractors, consultants or any 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

At Siderise, we are committed to the development of all our employees. We believe that a culture of learning and development is essential for both individual and organisational growth.

This policy aims to ensure that all employees:

1. Understand the importance of compliance with any legislation associated with Siderise functions, and organisational memberships such as the Code for Construction Product Information (CCPI),
2. Are aware of the support available to maintain their skills, knowledge, experience and behaviours and;
3. Familiar with the fee repayment arrangements if an employee leaves the business.

Categories of Learning & Development

There are four main categories of learning and development, and these are used to help prioritise resource at Siderise:

- Statutory training is training that is required by law or mandated by a statutory body. This type of training ensures that Siderise comply with specific legislation, such as the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. It is essential for maintaining a safe and legally compliant working environment.
- Mandatory training is compulsory training deemed essential by Siderise for the safe and effective delivery of our services. This training is designed to reduce organisational risks and comply with the CCPI, local or national policies and guidelines. Examples include training on data protection or to meet our SKEB requirements.
- Continuous Professional Development (CPD) refers to the ongoing process of learning and development to enhance or maintain our skills, knowledge, experience and behaviour. CPD can include formal training courses, workshops, seminars, and informal learning experiences such as reading relevant articles or reflecting on work practices. It aims to ensure that we remain competent and effective in our roles.
- Personal development involves activities that improve our skills, knowledge, and overall potential. This can include self-improvement efforts such as preparation for career progression, learning new skills, and enhancing self-awareness. Personal development is a lifelong process that contributes to one's personal and professional growth.

Compliance with CCPI

All employees must complete mandatory training programmes related to the Code for Construction Product Information (CCPI). This ensures that everyone understands and complies with the company's compliance and performance standards.

Employees are expected to stay updated with any changes to the CCPI and participate in ongoing education sessions as required (CPD).

Study Leave

For the purposes of this policy, study leave is defined as time away from normal duties for the purpose of undertaking formal or informal learning and development activity. A working day is defined as 7 ½ hours.

Unlike other policies, part-time employees will not receive a prorated entitlement for approved study leave. This is because course content is not usually reduced for part-time employees.

The amount of study leave taken must be agreed with the line manager prior to the commencement of any training programmes.

Funding

Siderise will fund 100% of course fees, books, expenses, relevant professional memberships and any other reasonable expenditure associated with approved study leave.

For training courses in excess of £750, the employee and the manager are required to sign a training agreement before study commences which includes the fee repayment requirement.

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 will need to discuss this with the Learning and Development

Business Partner.

They may be required to outline a business case for the Chief Officer to review. It will be the Chief Officers' discretion as to whether these costs will be covered by the company.

Fee Repayment

If an employee leaves the company within two years of completing a company-funded training programme, they may be required to repay a portion or all of the training costs. The repayment amount will be determined based on the duration of employment following the training (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 of completion 50%
- More than 2 years of completion 0%

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 that training sessions are accessible and inclusive for everyone. If an employee has any specific needs or require reasonable adjustments to participate fully, they need to 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 our training procurement process, we kindly ask all employees to 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

We firmly believe that it is critical to the success of both the planning and delivery of training and development activities that the resources invested are monitored and the outcomes achieved are measured. Such outcomes may be demonstrated at an individual, departmental and corporate level. Senior managers have an important role to play in this process.

We use our evaluation findings for future business planning and the planning of continued investment in staff training and development. The evaluation findings are regularly shared with the senior executive team.

Data Protection

When managing an employee's training and development, we will process any personal data collected in accordance with our data protection policy. Data collected from the point at which we receive a study or training request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their request in relation to study or training.

Responsibilities

- Employees: Employees are responsible for actively participating in their learning and development and complying with the CCPI or any other relevant legislation.
- Line Managers: Line Managers are responsible for supporting their team members' development, managing team competency and ensuring compliance with any relevant memberships, legislation and this policy.
- HR Team: The HR Team are 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.