



Kernock Park Plants Ltd
Pillaton, Saltash
Cornwall, PL12 6RY

Tel: +44 (0) 1579 350561
Fax: +44 (0) 1579 351151

Email: info@kernock.co.uk
Web: www.kernock.co.uk

Learning and Development Policy

Reviewed: 18 March 2021

POLICY STATEMENT

Kernock Park Plants Ltd believes that staff development and learning should be an integral part of the organisation's strategic planning so that staff can perform their individual jobs effectively and, in doing so, ensure that the organisation achieves its objectives.

The central aim is therefore to provide an environment where continuous development can take place and where staff are supported and enabled to meet the changing demands and priorities of Kernock Park Plants Ltd to service both staff and customers.

To achieve this aim, learning and development needs are regularly reviewed and staff are encouraged to play an active part in identifying their own learning needs, selecting appropriate learning methods and in assessing the outcomes and effectiveness of their learning.

Options for learning and development may include but are not limited to:

- On the job learning / learning from others in the organisation.
- Internal workshops / learning for groups or teams.
- Self-paced learning / open learning books, videos.
- Off-job courses run external providers.
- Secondments and placements / visits to other organisations.
- Study tours - especially partnership with other lead organisations.
- Mentoring.

LEARNING AND DEVELOPMENT PROCESS

INDUCTION

An induction programme helps new staff to familiarise themselves with the organisation, get to know others and to become more quickly at ease in a new work environment.

All new staff take part in an induction programme including an introduction to Kernock Park Plants Ltd staff, our mission, goals and targets, equal opportunities policy, working practices and procedures. This formal induction is conducted by a member of the management team.

Coaching in immediate work processes and tasks and for inducting new staff into departments of work is then carried out by the appropriate line manager or supervisor. Particular attention is made to ensure staff members are able to carry out tasks and duties outlined on job descriptions.

Approximately 10 days after commencing employment, every new employee has a formal post-induction appraisal interview. The report / notes made during the meeting are signed by the employee and the member of the management team conducting the interview.

Two to three months after their initial induction, customer/supplier facing staff receive additional coaching in the organisation of Kernock Park Plants Ltd, funding structures and key planning and development issues, to ensure that they are able to effectively represent the organisation to outside agencies.

IDENTIFYING AND ASSESSING LEARNING NEEDS

Kernock Park Plants Ltd believes that identifying and assessing learning needs should be an ongoing process for all staff members.

Individual staff learning needs are identified with the Line manager during regular supervision sessions and the yearly appraisal process. Collective learning needs may be identified within staff groups or teams and discussed with the appropriate Line manager.

Each Line manager has the lead responsibility for the development of their staff, for assessing their learning and development needs and identifying suitable learning methods.

RECORDING, MONITORING AND EVALUATION

The Improvement Manager has responsibility for ensuring that a clear procedure is in place for recording, monitoring and evaluating learning activities. Line managers are responsible for ensuring that the procedure is followed for each learning activity.

Details of each learning activity are recorded on a [Learning & Development Record](#):

- A description of the learning.
- Agreed objectives.
- Method of learning.
- Resources needed.
- Evaluation of outcomes.
- Effectiveness of learning methods.

The learning and development record will be completed by the staff member and Line manager. The Line manager is then responsible for ensuring that the learning is monitored and that the outcomes and effectiveness of the learning are fully discussed and recorded.

The learning and development record is kept by the member of staff to provide a clear record of learning and a copy stored in their [employment records](#) for annual review and evaluation.

All staff are encouraged to keep a record of their own learning in the form of a personal development portfolio.

LEARNING REVIEW AND REPORTS

Line managers provide feedback on staff learning and development activities in all team reports to the senior management team.

Managers will review progress on a regular basis at Senior Staff Group meetings. The Improvement Manager is responsible for analysing the effectiveness of Kernock Park Plants Ltd staff development programmes, and on an annual basis present a full written report to the senior management team.

ANNUAL LEARNING PLAN AND BUDGET

The development of an annual learning plan will be initiated by the Improvement Manager in consultation with Line managers and the Managing Director. It will include areas of learning development specified in Kernock Park Plants Ltd strategic plan and learning needs identified by individuals, teams and staff groups.

The plan will be developed prior to the annual funding negotiations so that adequate resources for learning can be built into funding submissions.

Time off for learning, reimbursement of travel costs and payment of membership fees will be at the discretion of the Managing Director. Kernock Park Plants Ltd will not usually contribute to the costs of additional course material unless specifically required.

A final programme of learning will be agreed at the beginning of the financial year, when funding has been secured and learning budgets can be realistically assessed.

The programme may be amended or added to during the year, to take account of new priorities, or in response to newly identified learning needs.

LEARNING REQUESTS

All learning requests will be considered sympathetically. However, the availability of learning resources will depend on factors such as budgetary constraints, work commitments and learning priorities necessary to fulfil the organisation's objectives. In practice, there may be occasions when a learning request is postponed or refused due to other priorities.

A further budgetary consideration will be the extent to which skills acquired through learning can be applied within the organisation, within a reasonable time period. Individual staff members may be interested in obtaining accreditation or a nationally recognised qualification. Kernock Park Plants Ltd will be sympathetic to requests of this sort, where the learning has a demonstrable relevance to Kernock Park Plants Ltd objectives, and in co-operation with the staff member will seek to provide appropriate support and assistance.

REIMBURSEMENT OF LEARNING COSTS

Where Kernock Park Plants Ltd contributes towards enabling an employee to study for a qualification to meet Kernock Park Plants Ltd forward plan commitments, reimbursement of costs by the employee is required in the following situations:

- All fees would be reimbursed to Kernock Park Plants Ltd if the employee left during the period of study or did not complete the study programme.
- All fees would be reimbursed to Kernock Park Plants Ltd if the employee left within a period of 12 months following completion of the period of study.
- Monies owed to Kernock Park Plants Ltd will be deducted from the employee's salary payment or other money due to the employee.