



APPENDIX 2

STRATHCLYDE PARTNERSHIP FOR TRANSPORT EMPLOYEE DEVELOPMENT POLICY

Policy

1. Statement of Policy

1.1 Strathclyde Partnership for Transport (SPT) is committed to employee development to ensure that our employees have the right skills and levels of competence at the right time in line with relevant regulatory frameworks and good practice.

1.2 The primary objectives of the policy are to:

- Ensure that employees possess the relevant skills, knowledge and competency to perform their role within SPT.
- Ensure that all learning and development (L&D) activity is aligned with organisational priorities to achieve best value.
- Develop the skills and competency of employees in a structured way so that employees can keep pace with continuous improvement activity and reach their potential.

2. Scope of Policy

This Policy and associated procedures apply to all employees. It does not apply to casual or agency workers.

3. Legislation

SPT complies with the Data Protection Act 2018. When managing an employee's training and development, SPT processes personal data collected in accordance with its Data Protection Policy.

4. Principles

In order to ensure fairness and transparency the following basic standards will apply:

- All learning and development requests will be considered in the context of the organisation's priorities and each department's annual plan.
- Regulatory training, including health and safety, will always be given priority and will be closely monitored to ensure compliance with the relevant standards.
- Employees are expected to participate in all development activity relevant to their current role and will be encouraged to develop additional skills in support of continuous improvement and to meet personal career aspirations.
- Employees must take all reasonable steps to attend planned learning and development activities and to advise of non-attendance in advance to minimise additional costs.



5. Responsibilities

5.1 Strategy Group members are responsible for:

- Agreeing organisational priorities for employee development on an annual basis.
- Reviewing team development plans and individual requests that require significant financial support including further education and conference attendance.

5.2 Line Managers are responsible for:

- Creating and implementing suitable induction plans for all new and promoted employees.
- Identifying and prioritising employee development needs and creating an annual team development plan aligned with departmental priorities.
- Helping their employees to identify opportunities to meet development needs, and supporting employees to take up these opportunities.
- Evaluating learning and development at an individual and team level, using the appropriate processes available.

5.3 Employees are responsible for:

- Identifying their own learning and development needs in consultation with their Line Manager.
- Attending relevant training and participating in all other personal development activity identified.
- Providing information for evaluation purposes to the relevant L&D/Training lead.
- Ensuring that an accurate record of training, and certificates, if applicable, is passed to the relevant L&D/Training lead as appropriate.

5.4 L&D/Training leads are responsible for:

- Collating and prioritising learning and development requests and preparing a prioritised annual Learning and Development Plan.
- Managing the learning and development budget to ensure that the resources available are used to best advantage.
- Maintaining records of all learning and development activities and competency assessments undertaken in conjunction with line managers.
- Reporting information on learning and development to the Strategy Group on a monthly basis.
- Developing processes for evaluating learning and development activities and the completion of competency assessments.

6. Definitions

Learning and development is all activity that contributes towards the development of employee competence including training.

Competency refers to the skills, knowledge and behaviour required for a specific role.



7. Guidance and Procedures

Detailed guidance and procedures for each stage of learning and development activity from needs analysis through to delivery and evaluation are set out in the Employee Development Policy Guidance and Procedures document.

8. Training

Any changes to this policy or related procedures will be communicated to line managers. The L&D/Training leads within SPT can offer additional advice and support as required.

9. Review

This policy will be reviewed and updated as appropriate by the Assistant Chief Executive after consultation with our recognised trade unions.

10. Approval (signature and date)

Sign:

Print: **Valerie Davidson**

Date:

Designation: **Assistant Chief Executive**