



Staff Development Procedure

Objective

Pinson TM Limited believes that it is important for all employees to be clear about their work roles and responsibilities, their contribution to the organisation, their performance levels, developmental needs and career opportunities. To ensure this the centre will comply with the following.

Induction Training

Induction Training and development needs will be assessed at the commencement of any assessment activities.

Staff Development Plan

Every member of staff shall have a development plan to suit their individual needs based on experience, qualifications and ability. Each plan is to be overseen by the Board of directors. All development/training undertaken or planned by a member of staff is to be documented and frequently observed.

Centre Staff Development Plan

The centre plan has to be a true account of the staff's ability and to be preserved and kept up to date on regular basis by the board of directors, who intern will update the plan to show any changes.

Learning Delivery Monitoring

Anyone who takes on a role should keep a record of any training done, via a training file and be kept in the staff development file.

Policy: [PTM-P04-Staff Development Procedure-V1](#)

Pinson TM Limited is a private limited liability company and is registered in England and Wales with registration number 14080425.

Registered Address: 25 | Coulton Avenue | Gravesend | Kent | DA11 8DZ.

Trading Address: Unit 10 Albion Parade | Gravesend | Kent | DA12 2RN

All documentation and data relating to Training and Development is to be stored securely in accordance with the Data Protection Act 1998.

Version: V1

Reviewed 4th of April 2023

This policy has been approved by the Directors of Pinson TM Limited and signed on its behalf.

A handwritten signature in black ink that reads "C. Lappin".

Mr Charlie Lappin

Director

A handwritten signature in black ink that reads "J. L. Benson".

Mr Jordan Benson

Director

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