



Training and Personal Development Policy

Introduction

Rosgal Ltd is committed to the support and development of all staff. The key purpose is to facilitate personal and professional development enabling individuals and groups to achieve their full potential

As the success of Rosgal Ltd is significantly based on the contribution, commitment and achievements of its employees. Rosgal Ltd seeks to fully support employee performance within their designated roles and to help them fulfill their full potential during employment.

Training and development includes any activity which contributes to the enhancement of skill, knowledge, competence and working practices.

Equality

All staff will have equal access to training and development. No member of staff will be treated less favorably than another on grounds of:

- Sex
- Marital Status
- Parental Status
- Race, Ethnic or National Origin
- Disability
- Religion
- Age

Involvement in staff training and development will only be determined by personal merit, performance and application of appropriate criteria.

Identification of Staff Development Needs

Through assessment of competence, Rosgal Ltd will be able to identify individual training and development requirements (related to the duties they perform).

In addition, staff training and development may be identified through;

- Inspection
- Audit
- Feedback
- Performance Appraisal
- Annual Competency Review

Rosgal Ltd Directors and Managers are responsible for ensuring that all staff receive an annual appraisal; and that they receive appropriate advice and support in respect of identifying and addressing training and development needs.



Staff Training and Development Provision

Staff training and development covers a wide range of activities. It may include courses and development programmes, vocational training, structured staff development activities, attendance at meeting and conferences.

Training and Development Assistance

Rosgal Ltd encourages the development of its employees, and wherever possible, will provide assistance to attend approved:

- Training
- Qualifications
- Courses of Study
- Conferences and Meetings

Assistance will be subject to the overall business development plan and annual approved budgets.

Reviewed and checked annually by Kerry Breheny
Checked March 2020 Reviewed March 2021 or sooner if needed

A handwritten signature in black ink, appearing to read "Garry O'Neill". The signature is fluid and cursive, written in a professional style.

Garry O'Neill
Managing Director
Rosgal March 2020

For Review March 2021