

Professional Development Policy

THE BUSINESS PORTFOLIO (UK) LTD (TBP) is committed to providing a supportive and rewarding environment for employees and recognises that the quality, responsiveness and professionalism of its workforce are inextricably linked to the organisation's achievement of its mission and strategic goals.

The purpose of the Professional Development Policy is to encourage and support employees to actively pursue their professional and career development as an integral element of their employment with the company. THE BUSINESS PORTFOLIO (UK) LTD (TBP) acknowledges that continuing professional development contributes to personal job satisfaction, workplace productivity, reward and recognition.

This policy applies to all THE BUSINESS PORTFOLIO (UK) LTD (TBP) employees on fixed term and ongoing appointments and sets out the principles that underpin professional and career development at the company.

Definitions

For the purpose of this policy:

Professional Development includes the provision of learning and development opportunities and activities to extend and broaden the scope of professional capabilities of employees in relation to their role and responsibilities. Professional development activities build on the collective knowledge and experience of employees and provide employees with opportunities to acquire, practice and adopt new knowledge, thereby enhancing individual, group and organisational learning and capabilities.

Within this context:

- Capabilities refer to the combination of attributes, qualities, skills, knowledge and understanding of ethical principles that underpin the professional practices of employees and that enable a person to perform to a high standard in a given context and role. Career Development refers to the process of enabling employees to plan their careers and engage in career development activities that will improve their career prospects and job progression or promotion.
- Career Management refers to the process of actively planning, managing, developing and evaluating one's professional career.

Continuing Professional Development facilitates recognition of employees as a professional group and reflects a commitment to demonstrating high professional standards, building professional capabilities, continuous quality improvement in work practices, and optimising career opportunities.

Policy Statement

THE BUSINESS PORTFOLIO (UK) LTD (TBP) will identify organisational goals and priorities, and develop and implement a range of strategies and programmes to enhance and build the capacity, skills and professionalism of employees to enable them to contribute effectively to the company's mission and strategic goals.

THE BUSINESS PORTFOLIO (UK) LTD (TBP) is committed to providing employees with:

- The opportunity to develop capabilities that contribute to organisational goals.
- The opportunity to develop a career plan and participate in career development activities
- that extend and enhance their capabilities and capacity for advancement within the company.
- Equality of access to professional development opportunities.

Managers are expected to consider staff access and equality issues and to apply the principle of assessing merit or achievement relative to opportunity in planning and determining professional and career development opportunities. Employees are encouraged to take an active role in their own ongoing development and to apply their learning to its most effective use.

Employees are required to participate in the annual performance planning and review process and identify development activities that support their performance objectives and their professional and career development.

The principles that underpin the provision of professional and career development at the company comprise:

- Acknowledging Continuing Professional Development as a framework to support and encourage opportunities for continuous learning.
- Recognising that responsibility for professional development is shared between employees, supervisors and managers for the planning and undertaking of professional development relevant to their roles and responsibilities.
- Ensuring the provision of training and development that meet the core requirements of the company and employee roles and responsibilities and that comply with statutory obligations and company policies.
- Using performance planning and career development processes as the primary means of ensuring alignment between individual and organisational plans and priorities and identifying individual training and development needs of employees.
Planning processes including organisational planning; identifying professional development plans and priorities by managers; ensuring equality of access to professional development for all employees; and individual development plans prepared as part of the company's performance, planning and development process for its employees.
- Evaluating employee participation, learning outcomes and the relevance and quality of professional development programmes on an ongoing basis.

Employees and their managers should consider a range of professional development activities to enhance organisational and individual development and capabilities. Professional development programmes include orientation, induction and on-the-job training; career development and transition programmes; teaching and learning support and programmes; networking, coaching and mentoring programmes.

The company and managers will ensure the provision of resources for professional development including allocation of funding for professional development in the company budget. Provision of professional development funding includes support for attendance at internal or external professional development courses and conferences; support for ongoing accredited education and training; study and exam leave.

Opportunities for career development within the company include the filling of internal vacancies or the temporary appointment of employees to a higher position, secondments or on-the-job training programmes.

The company may recognise other Continuing Professional Development activities including self-directed learning.

Continuing Professional Development

Continuing Professional Development (CPD) facilitates the recognition of employees as a professional group. A commitment to CPD by both managers and employees enables joint responsibility for demonstrating high professional standards; reviewing current knowledge and skills; building professional capabilities; continuous quality improvement in work practices; and optimising career opportunities for employees.

CPD allows employees to actively participate in, track and monitor their continuing professional development and recognises the range of development activities that add to or broaden an individuals body of knowledge. CPD may include formal and informal, internal or external professional development activities such as formal short courses of study, seminars and conferences, work-based activities, professional network forums, and self-directed informal learning.

The undertaking of CPD activities should be discussed by the employee with their manager at the time of the annual performance, planning and development meeting and form part of the employees Individual Development Plan.

TBP has an embedded ethos of Continuous Professional Development.

Signed:



Kerry Bannon

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