

Staff Training and Development Policy

In Holy Trinity After School Club we see our staff as our key resource, and give a high priority to staff development and training.

The individual training and development needs are identified through supervision and appraisals with staff, and requests from employees. All internal training provided by the organisation will be of no cost to the employee. External courses and professional qualifications may be fully or partly funded by Holy Trinity After School or other subsidiary companies, depending on the need and nature of the training.

As part of our continuing commitment to training and development, employees are asked to provide feedback on the effectiveness of the training and development undertaken. This is done during supervision sessions. This information will be used to assess and improve the training process. This policy respects equal opportunities and applies to all employees including part time and temporary staff.