



Policy

At WYG we recognise that our people are our greatest asset and that by providing you with the opportunities and support to continue your development, we can ensure that you have the knowledge, skills and experience necessary to perform your roles to the highest standards, and in turn feel a real sense of job satisfaction and achievement.

The aims of this policy are to:

- Provide a controlled and supported approach to Learning and Development (L&D) and clear guidance on how learning and development works in WYG.
- Provide employees with the skills required to carry out their tasks competently and compliantly and develop them in line with the business objectives.
- The procedure sets out the standard requirements that should be followed by all employees and managed by Line Managers.
- Ensure that all employees have equality of opportunity for learning and development.
- Develop a culture of coaching, self-development, participation and personal accountability.

This policy does not form part of your Contract of Employment and we may amend it from time to time.

Learning Culture

We actively support a 'learning culture' in WYG and look for you to own your own development by identifying and initiating learning opportunities, whether these are formal training courses, structured and supported on the job training, new/increased responsibilities and opportunities, coaching and mentoring or through self directed learning such as distance learning, e-learning, sponsored study, lunch-time briefings, CPD events, secondments, etc.

To support a learning culture we encourage coaching as a preferred learning solution in WYG; harnessing the knowledge and skills of all our people.

We encourage the sharing of best practice and the dissemination of knowledge and we therefore encourage you to find ways of sharing any learning or new knowledge with your colleagues through networking events, self initiated lunchtime sessions, team meetings etc.

Equality of Opportunity

WYG are committed to providing fair and equal treatment for all employees in line with our Equal Opportunities and Diversity Policy.

We ensure that:

- The education necessary to implement the Equal Opportunities and Diversity Policy is provided.
- All our employees are encouraged to achieve their full potential.
- Selection for training, career development opportunities and promotions/transfers is fair and equitable.
- Appraisals of performance are conducted objectively.



Initial and Continued Professional Development

WYG supports professional development by encouraging Initial (IPD) and Continued Professional Development (CPD). This is achieved via structured partnerships and defined Training Agreements with associated academic and professional institutions.

Support is provided through allocated mentors and supervisors, structured training agreements and formal and informal development opportunities. Full details of Professional Development support is available on The [Learning Academy](#).

It is your responsibility to record all CPD activities. WYG encourages you to fulfill the required number of hours of professional development relevant to your professional body.

Procedure

The Learning Academy and Booking Training

The [Learning Academy](#) provides a central location for all L&D related documents, processes, products and solutions. It is designed to offer support and information on Learning and Development within WYG to help you to manage your own development.

Health and Safety related training should be booked through Group SHEQ. If you need assistance sourcing a general training course (for which the cost has been approved) please email hrsc@wyg.com and we will support you in your search.

The Process

Action	
1	Individual L&D needs are identified/reviewed and agreed through the appraisal process.
2	The priority of the learning need is discussed in line with business priorities and recorded.
3	The most appropriate learning solution for the individual is discussed, agreed and recorded.
4	The Learning Academy is reviewed to identify available and appropriate learning solutions.
5	The L&D Application and Review form is completed to facilitate the Line Managers discussion and approval. The budget holder must also approve the cost of the course.
6	Following attendance/completion of the learning activity, the L&D Application and Review form should be completed. This ensures that the cycle is closed with a discussion on the benefits of the training and application of the learning.
7	Agree next steps and future review of salary. Learning to be applied to the workplace/shared with the team.

Learning and Development Records

You should maintain an up-to-date Individual L&D Record Form which will include details of all courses, seminars, etc. attended, any presentations made and where appropriate CPD attained. Employees are responsible for setting up and maintaining their own CPD records.



Cost

Applications for the funding of training will only be approved where it can be demonstrated that there is a direct business benefit and relevance to your current role and development plan. The L&D Application and Review Form (available on [The Source](#)) must be completed in every case to demonstrate the business benefit for the training. The completed form should be submitted to the HR Service Centre via email (hrsc@wyg.com). For courses over £500 and six months in duration, an Educational Sponsorship Agreement will be put in place. A signed copy of the Agreement must be returned to the HR Service Centre.

Each Discipline holds its own training budget and is responsible for establishing the budget requirements, monitoring and managing the budget.

You must gain authorisation from the appropriate budget holder prior to the L&D activity taking place and ensure that the correct code is used for recording training on timesheets.

Time to Train

From 6 April 2010 employment legislation came into force providing employees who have worked for their employer for 26 continuous weeks (at the date you make the request) the right to request time off work to undertake relevant training. As outlined in this policy WYG has effective systems in place for identifying and responding to learning and development.

These processes remain the core routes at WYG for the identification and response to learning and development needs and requests and the new legislation recognises that this is an appropriate expectation. However, where these processes have been exhausted, you can make a formal request under section 63D of the Employment Rights Act 1996 for time to undertake study or training (time to train).

To make a formal request under this process you should submit it in writing to your line manager and to the HR Shared Centre. Please include the following information:

- a) A statement that the request is made under section 63D of the Employment Rights Act 1996;
- b) The date of the requests;
- c) The subject matter of the study or training;
- d) Where and when it would take place;
- e) Who would provide or supervise it;
- f) What qualification (if any) it would lead to;
- g) How long you think the study or training would improve your effectiveness at work;
- h) How you think the study or training would improve the performance of the business; and
- i) If you have made any previous application under this procedure, the date of that application and how it was made (for example, whether it was by email or letter and who you sent it to).

Within 28 days of receiving a valid request, your line manager will either:



- accept the request on the basis of the information set out in your written request and inform you of the decision in writing
- meet with the you to discuss your request - then within 14 days of that meeting, inform you of the decision in writing

You can only make one formal request under this piece of legislation over a rolling 12 month period. We will ignore the fact that a request was made less than 12 months ago in the following circumstances:

- a) if we agreed to the earlier request but the training was cancelled or you were unable to start it because of unforeseen circumstances that were not your fault; or
- b) if you withdrew the earlier request because it was not valid.

You may appeal if we reject all or part of your request. Your appeal must:

- a) be in writing and dated;
- b) set out the grounds on which you are appealing; and
- c) be sent to the HR Service Centre no more than 14 days after you receive the written notice of our decision.

We may decide to uphold your appeal in full without a meeting. In all other cases, we will arrange for an appeal meeting to take place within 14 days of receiving your appeal, unless we have agreed a longer time limit in writing. The meeting will be held at a convenient time for all those attending and you may bring a colleague as a companion. We will tell you of the outcome of the appeal in writing within 14 days of the meeting, unless we have agreed a longer time limit. That decision will be final and you will not be able to make another formal request until 12 months after the date of your original request.

You must tell us in writing immediately if:

- a) you do not start the agreed study or training for any reason;
- b) you do not complete the agreed study or training; or
- c) you undertake (or wish to undertake) a different course of study or training.

You should also tell us immediately if you become aware of any changes to agreed study or training, including changes to the timing or content of the course.

Title:	Learning and Development Policy and Procedure		
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