



## **AIM**

The aim of this policy is to outline Octopus Energy Services (OES) commitment to the continuing professional development of staff, to provide a structured framework for the planning and delivery of essential staff development to support the OES Vision and Strategy.

This will ensure that:

The skills and performance of employees is improved,

Professional development learning objectives meet the needs of the employee, customer and organisation.

Employee engagement with professional development is monitored by the senior leadership team.

OES aims to ensure that opportunities are available to staff whilst employed that will allow for intellectual and personal development, recognising that our staff are key to achieving our key priorities. It is vital that as an organisation we enable staff to engage in ongoing development, helping them to achieve excellence and make an effective contribution to the future of OES growth and success.

Continuous professional development of staff must be current, relative to individual roles and responsibilities, provide access to the latest industry sector expertise, with an emphasis on green technologies and skills, reflecting local and national priorities for skills and training needs.

## **POLICY**

All staff members are ultimately responsible for their own professional development; they also have a responsibility to contribute, as appropriate, to the development of others, in particular more junior members of staff.

OES is responsible for supporting and encouraging the professional development of its staff.

OES will provide opportunities for staff to engage with professional development through planned CPD days and through the annual meeting schedule.

Professional development information and provision will be accessible to all staff employed by OES including full time and part time staff.

All key staff involved in teaching or assessing employees are required to undertake a training induction programme.

All staff involved in teaching or assessing are appropriately qualified or supported in working towards those qualifications.

All staff will obtain and enhance their expertise through appropriate professional qualifications, professional development. This may include induction programmes, teaching and learning support courses, staff development programmes and networking opportunities such as communities of practice.

Staff will also participate in the ongoing OES performance development review process led by the Head of training and their line manager. This will include a review of individual staff learning and development needs in relation to the skills and knowledge required for the role and a discussion around personal development.

## **INDUCTION**

Every staff member will participate in an effective induction programme, which covers a detailed introduction to OES with face to face content and e- learning, including health and safety requirements relating to the individual's job role.

Line Managers will be responsible for assigning a buddy to the new starter and assisting with their onboarding and induction activity whilst ensuring that mandatory CPD is completed.

Following the initial induction and throughout the probationary period, OES will provide appropriate introductory training and support, which may include mentoring and peer review.

Appropriate training and briefing will be provided for all staff in health and safety and accident prevention and in relevant statutory and regulatory requirements

## **PERFORMANCE DEVELOPMENT REVIEWS**

Once the probation period is completed, all staff will participate in the Personal Development Process.

The process has 3 key stages, Objective and target setting, regular checks in and an end of year review. The purpose of this is to ensure on-going dialogue between staff and the senior leadership team and ensuring that learning and development needs are discussed and reviewed as part of this discussion.

## **TEACHING / TRAINING LEARNING AND ASSESSMENT**

Staying up to date is essential in every profession. Continuing professional development is important because it ensures you continue to be competent in your profession. It is an ongoing process and continues throughout a professional's career.

Like other professionals, trainers in Engineering need to keep a record of their CPD and declare the number of hours spent and the type of development undertaken to their employer and to their professional body. We track this on our inhouse skills Matrix Qualify4.

CPD allows trainers to keep pace with the current standards of others working in Engineering . It ensures their knowledge and skills are current so they can deliver high-quality teaching and impact positively on employee development.

#### Identification of CPD Needs and CPD Planning

Each member of staff has a job description which sets out what is expected of them in their post. This will be used in defining CPD for all post holders.

The personal development review process also forms an important part in the identification of on-going development which aims to measure performance against agreed objectives and identify staff professional development which may contribute to the completion of the objectives. Staff can request training that is delivered in whichever way they believe is most appropriate and effective. Staff might request training which would be: undertaken on the premises; delivered whilst they are performing their employment duties or separately; provided or supervised by OES , or training provider; and/or undertaken without supervision.

When CPD is identified, consideration should be given to the most appropriate method for completing this need, taking resources into consideration. OES may provide financial assistance to those undertaking formal qualifications or external events relevant to their role. All staff requesting CPD must complete the relevant application form, seek approval from their line manager who will discuss the request.

Feedback will be given to staff who apply for CPD support.

OES has the right to claim back all or part of the course /qualification fees if an employee leaves within 2 years of completing funded learning.

#### **MONITORING AND EVALUATING CPD**

Evaluation is important to ensure that learning has been effective or has a measurable impact. On completing any professional development all staff are required to complete a learning reflection log, survey., which will then be added to their personal CPD record.

Engagement with professional development will be tracked and monitored through the OES Performance Development Review (PDR) process.

SLT members will be asked on an annual basis to evaluate the impact of learning and development activity within their areas of responsibility.

The Senior Leadership Team will review this policy annually .

As a Director of the Senior management Team I agree with the above policy and its implementation.

Signed. 98DB68A91BB04B1...

Position. Service Director

Date. 12/15/2023

Effective from. 1/2/2024

Next review date. 1/2/2025