

Policy No: LIEURAPP22009

Policy Name: Employee Professional Development Policy

1.0 Policy Statement

LI Europe Ltd ("the employer") is committed to enriching employee capability and maximising the strengths of every employee. It invests in employee learning and development, providing a range of opportunities aligned to the needs of the business, our clients, the team and the individual.

The success of our business is due to our employees performing at a consistently high level with each person continually developing and growing professionally in an ever-changing environment. LI Europe Ltd is dedicated to developing, growing and retaining talented people and so invests heavily in their development.

LI Europe provides regular opportunities for employees to review their progress against goals, celebrate success, recalibrate goals in response to change, and provide support to ensure goals are achieved. All employees have access to learning and development opportunities that align with current and future business needs.

2.0 Establishing Goals

Line managers are encouraged to share the vision and values of the organisation, considering ways in which they and their team can contribute to achieving that vision and strategic plan. Employees are encouraged to consider themselves as drivers of their own performance and are therefore encouraged to consider how they can best contribute to the organisation's success, identifying their own goals and highlighting their development needs. Individual goals should detail their individual contribution to the vision, utilising and building on their strengths. Goals should be stretching enough to support the employee's development journey whilst also being realistic. They should be specific, measurable, achievable, realistic and time bound.

3.0 Progress Reviews

Employees are encouraged to self-assess their performance throughout the year and agree regular review dates with their manager, enabling progress towards goals to be discussed, support and guidance offered, and appropriate praise given. Managers are also encouraged to be available to employees for them to seek advice as required.

Feedback should highlight strengths, areas of development and associated opportunities. If an employee does not make satisfactory progress the line manager should:

1. Gain an understanding from the employee's point of view, including any challenges that they faced.
2. Provide clear feedback outlining all concerns
3. Provide opportunity for the employee to discuss concerns
4. Clarify expectations and agree any support interventions
5. Consider any further learning and development opportunities that may assist them
6. Explain the potential implication if satisfactory improvement is not achieved

Employees are encouraged to seek advice from a colleague if they have concerns regarding their progress.

Where satisfactory performance progress has been achieved, the performance process will continue in the usual way.

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4.0 Appeals

If an employee is aggrieved with the way that their performance discussion has been undertaken they may follow the LI Europe Grievance Procedure.

5.0 Related Policies

LIEURAPP22001 – Apprenticeship Continuity Plan

LIEURAPP22002 – Equality and Diversity Policy

LIEURAPP22003 – Safeguarding Adults Policy

LIEURAPP22004 – Prevent Duty Policy

LIEURAPP22005 – Health & Safety Policy

LIEURAPP22006 – Concerns, Complaints and Compliments Policy

LIEURAPP22007 – Recognition of Prior Learning Policy

LIEURAPP22008 – Quality and High Standards in Apprenticeship Training Policy

LIEURAPP22009 – Employee Professional Development Policy

LIEURAPP22011 – GDPR Policy

LIEURAPP20014 – Safer Recruiter Policy

LIEURAPP22017 – Functional Skills Subcontracting Policy

LIEURAPP22018 – Intervention Policy

LIEURAPP22019 – Plagiarism and Malpractice Policy

LIEURAPP22020 – External Speaker Policy

LIEURAPP22021 – Bullying and Harassment Policy

LIEURAPP22022 – Additional Learning Support Policy

LIEURAPP22023 – Whistleblowing Policy

LIEURAPP22024 – Malpractice in Certification and Assessment Policy

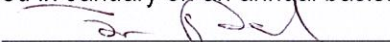
LIEURAPP22025 – Recruitment of Ex-Offenders Policy

LIEURAPP22026 – Academic Appeals Policy

LIEURAPP22027 – Apprenticeship Code of Conduct

LIEURAPP22028 – Conflict of Interest Policy

Policies are reviewed in January on an annual basis.

Company Director 

Date 22/11/23