

QMS Process Training & Development Process

PURPOSE:

The purpose of this process is to ensure that an effective procedure exists for the identification, provision and review of training requirements for each staff member of the Sport Division.

RESPONSIBILITY:

Responsibility for this process lies with the Division's Quality Team. All area / line managers within the Division are responsible for implementing the procedure.

PROCEDURE:

Training Procedure

1. Upon commencement of employment by a new employee within the Division their line manager arranges a general induction programme for them. The line manager and employee discuss what training or development programmes are required by the new employee and identify when these can take place. The training requirements identified for each individual are based on the individual's competence, qualifications, and experience compared to the competence, qualifications and experience required for their role in the Division, as outlined in individual job descriptions.
2. Staff are also encouraged to undertake courses outside of their day-to-day work where appropriate and within available resources.
3. A training record is initiated for the new member of staff.
4. Whenever training takes place (including induction training), the details are recorded on the individual's training record and on 'Papertrial'. Where certificates are received, these should be copied and attached to the record
5. Where specific training is required for health & safety reasons the training record must list the details of such training.

Performance Development Review System (PDRS)

The PDRS is a process defined by the UL Human Resource Division to ensure the alignment of team and individual objectives with the University's strategic priorities. The overall focus of the system is on improving performance and enhancing professional / career development.

1. All unit heads/line managers with direct reports should attend PDRS Reviewer training, organised by the Human Resources Division. Such training should be noted on each individual's training record.
2. Each unit head / line manager must carry out a Performance Development Review (PDR) with their staff members, on an annual basis. (It is recommended that unit heads / line managers & staff members should also meet on an on-going informal basis to discuss progress on the key targets as agreed through the PDR).
3. The initial PDR meeting with a staff member will be a planning meeting, agreeing targets, training and development needs and competencies for the coming 12 months. All subsequent annual PDR meetings involve a review of performance against objectives set and identification and agreement of targets and objectives for the year ahead.
4. The PDR form should then be signed by both the staff member and the line manager.
5. Any formal training and development needs identified through the PDR for the coming year should be progressed by the line manager, within available resources, and in conjunction with ULHR where appropriate. Any training undertaken is subsequently recorded on the individual's training record.

DOCUMENTATION

- Training record
- PDRS form

RECORDS

- The area / line manager is responsible for retaining staff members' training records. The training records may be held centrally within the relevant unit (e.g. on SharePoint) and/or a copy can be made available to the staff member on request.
- Both the line manager and the staff member keep a copy of the staff member's PDRS form.
- The HR Division keeps a central record of all training completed by staff members on courses organised by HR.
- All relevant records are kept in accordance with UL's Records Management and Retention Policy.

PROCESS VERIFICATION

Evaluation of the Training & Development Process effectiveness is carried out using internal and external quality audits. Changes to the process are put in place as required and as appropriate.

APPROVALS AND REVISION HISTORY

Revision No.	Date	Approved by:	Details of Change
1	15 Sept 2016	David Mahedy, Director	Initial release