



## Staff Development Policy – Phab Ltd

Reviewed: March 2025

### Purpose

Phab Ltd is committed to supporting the professional development of its employees to ensure they have the skills, knowledge, and confidence to perform effectively in their roles and contribute to the charity's mission of promoting disability inclusion. This policy sets out how staff development, including training and Continuing Professional Development (CPD), will be supported and aligned with the charity's strategic goals, employee needs, and available budget.

### Scope

This policy applies to all employees of Phab Ltd, including full-time, part-time, and fixed-term contract staff. Volunteers are not covered under this policy but may be offered training opportunities at the discretion of Phab Ltd.

### Principles

Phab Ltd is committed to ensuring that staff development:

- Supports the strategic aims and operational needs of the charity.
- Enhances employee skills, knowledge, and career progression.
- Reflects individual development goals as part of the annual review process.
- Is delivered within the constraints of available funding and resources.
- Promotes equality, diversity, and inclusion.

### Responsibilities

- **Line Managers** – Responsible for identifying development needs, supporting staff to engage in development activities, and ensuring development plans are implemented.

- **Employees** – Responsible for actively participating in development opportunities and applying new skills to their role.
- **CEO/Exec Team** – Responsible for approving funding decisions and ensuring that staff development aligns with strategic objectives.

## **Types of Staff Development**

Staff development may include, but is not limited to:

- Formal training courses (internal and external).
- On-the-job training and shadowing.
- Professional qualifications and accreditation.
- Conferences, workshops, and networking events.
- E-learning and online resources.
- Coaching and mentoring.

## **Annual Reviews and Development Planning**

### **Performance Reviews**

- Each employee will have an annual performance review with their line manager.
- During the review, development needs and goals will be identified and agreed upon.
- Development plans will align individual aspirations with Phab Ltd.'s strategic priorities and operational needs.

### **Development Plans**

- Development plans will set out specific training or development activities, timelines, and expected outcomes.
- Progress against development plans will be reviewed regularly as part of line management discussions.

## **Funding and Decision-Making**

**Criteria for Funding:** Phab Ltd will consider the following when deciding whether to fund training or qualifications:

- Relevance to the employee's current role or future progression within the organisation.
- Alignment with the charity's strategic objectives and operational needs.
- Potential benefit to the charity and the employee.
- Availability of budget and funding.

- Length of service and likelihood of retention following training.
- Costs associated with the training (including course fees, travel, and time away from work).

## **Prioritisation**

- Training directly linked to statutory requirements, legal compliance, or essential operational needs will be prioritised.
- Where funding is limited, development opportunities that deliver the greatest impact to both the charity and the employee will be given priority.
- Decisions on funding will be made by the CEO or designated manager.

## **Employee Commitment**

- Employees who receive funded training or qualifications may be asked to share their learning with colleagues through presentations, training sessions, or reports.
- Where significant costs are incurred for qualifications, Phab Ltd may require the employee to agree to a repayment agreement if they leave the organisation within a specified period after completing the training.

## **Monitoring and Evaluation**

- The effectiveness of staff development activities will be monitored through post-training feedback and line management discussions.
- The overall impact of staff development on organisational performance and employee satisfaction will be reviewed annually.