

**DYFED ARCHAEOLOGICAL TRUST**

**TRAINING AND DEVELOPMENT POLICY**



Current since: 2008

Adopted at the Management Committee [board] Meeting of: 28 April 2016

Date of review following first adoption: 2019

Revised following review:

Re-adopted at the Management Committee [board] Meeting of:

Date of review following re-adoption:

# **DYFED ARCHAEOLOGICAL TRUST ('DAT')**

## **TRAINING AND DEVELOPMENT POLICY**

### **DAT's Policy**

The purpose of this policy is to encourage employees to undergo (when appropriate) training and development for the benefit both of the individual employee and DAT.

In appropriate circumstances, trustees will also be encouraged to undergo training.

DAT recognises the importance of maintaining a continuous learning programme to develop well-trained individuals whose performance will contribute towards DAT's performance and development.

DAT aims to ensure that all employees become sufficiently competent through training and experience to be able to undertake their assigned activities and responsibilities effectively. DAT will also encourage employees to make the most of the learning opportunities on offer (and identify appropriate training courses themselves) with a view to enhancing their personal potential.

DAT will attempt to create a learning environment conducive to employees being prepared to accept change, develop new skills and take responsibility for their own continuous learning in partnership with their line manager and DAT's director.

### **In furtherance of the above, DAT aims to ensure that:**

- there is an active training plan in place at the start of each financial year to cover the forthcoming 12 month period;
- funding is set aside in the budget to cover planned training expenditure for the forthcoming financial year;
- employees fully understand their job function and expected performance objectives through having accurate job descriptions and an annual appraisal review (see below);
- each employee has the opportunity to learn and become experienced in secondary skills;
- each employee is enabled and actively encouraged to develop his/her personal potential.

### **Annual appraisal**

In pursuance of the above each employee will undergo an annual appraisal with their line manager, or the director of DAT, of his/her performance in the previous year measured against their job description and agreed performance objectives or targets, both as an individual and a team member. For the forthcoming year, the

employee and his/her line manager/director, as part of the appraisal process, will identify and agree performance objectives and targets, and also appropriate training courses, and develop a plan to ensure that the employee is equipped to meet any new demands which may arise.

The relevant line manager/director will periodically review the success of any training and development plans according to the time frame agreed during an appraisal meeting.