

PERSONAL DEVELOPMENT PLAN POLICY

1 – Policy Overview

1.1 – Policy Statement

The most significant resource in ensuring success for our students is the staff team. Personal development encompasses all of the activities that staff must undertake to raise their performance to meet expected performance levels.

1.2 – Policy Purpose

If it is identified that staff members are falling short of the expected level of performance to effectively complete their job role, managers will implement a Personal Development Plan (PDP) to review and monitor staff performance in the identified areas. If any staff members performance does not improve, disciplinary action may be taken in line with the Company Policy as set out in the Company Handbook.

2 – Personal Development Plan

2.1 - Our Responsibility

Managers have responsibilities for ensuring that all employees are aware of the standards required of them in terms of work performance and for ensuring they are adequately trained for the jobs they are employed to perform. Managers are also responsible for evaluating learning opportunities with the members of their team, so that any deficiency or omissions identified may be corrected.

Employees have a responsibility to achieve and maintain the standards that have been outlined to them, to co-operate with their managers in identifying development needs and to act on them. If an employee demonstrates an unwillingness to carry out duties properly, rather than inability to do so, disciplinary action may be taken in line with the Company Policy as set out in the Company Handbook. Employees have a CPD log to enter any professional development. This must be updated **twice** a month.


A link to the CPD Log can be found here: [CPD Log](#)

2.2 – Action Plan

If a manager identifies issues relating to poor performance, an initial meeting is arranged, and Personal Development Plan is created to outline the following:

- Areas for Development to be agreed by the Line Manager and Staff Member.
- A statement of how this target will be achieved using a mix of methods and resources.
- Specifics indicating that this is an area requiring improvement/development.
- Evidence of success.
- Note specific progress and any further areas for development.
- The individual will be given four weeks to improve their performance and reach agreed targets. It is the responsibility of the Line Manager to pre-plan these dates on a weekly basis over four weeks.
- If at the end of the four weeks a satisfactory outcome has not been achieved, this could result in disciplinary action in line with the Company Policy as set out in the Company Handbook.
- All Personal Development Plans will remain on an employee’s file and may be referred to if other incidences occur.

A link to the PDP template can be found here: [Personal Development Plan.xlsx \(sharepoint.com\)](#)

Version History				
Date	Version	Details of Change	Revision By	QA
24/03/2023	3	<ul style="list-style-type: none"> - Improved layout and section titles - Added CPD Log Link - Added Version Control 	Laura Morley	

Sign off: Mar-23

Version: 3

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Owner: LM