

# COMPANY **POLICY**

## Professional Development of Employees Policy

Version: 3, 2023

### **The Magic of Learning**

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## Our Vision for Professional Development of Employees

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Merlin Business Consultancy Ltd. (hereafter referred to as Merlin Consultancy) believe that we should take the same approach to the people within the business as we do to the employers and learners/apprentices that we work with, we should be constantly improving and innovating as part of our ongoing personal and professional development.

Every member of the team is encouraged to undertake any CPD that they want to in areas of interest for themselves, alongside any mandatory training that is required through our policies. We will consider funding any and all development that has benefit to the team, individual and business.

In addition, we keep a well-stocked physical library and subscribe to a range of journals and memberships.

## How we improve our employees

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### Sector Expertise, Skills and Performance

Employees are encouraged to network within both the professional development and hospitality industries to keep abreast of developments, innovations and best practice.

All staff must complete mandatory training in key areas of Equality and Diversity, Safeguarding and Prevent, and others as directed. The mandatory CPD is delivered online, with staff undertaking these before the 12-month anniversary of their last session.

CPD activities will be undertaken by attending formal training courses, conferences and undertaking qualifications. CPD activity will also encompass a range of other methods including, but not limited to, mentoring, coaching, work shadowing, self-directed study, sector updating, learning opportunities on the job, and on-line training.

In addition, Merlin Consultancy works with subject matter experts to ensure the quality of delivery to our clients, learners/apprentices and in support of the main providers that we work with.

### Teaching and Training Knowledge, Skills and Performance

*Merlin Consultancy has committed to the following;*

- Development Manager and any assessors that are employed by the business, holding a Level 3 Award in Assessing Competence in the Work Environment (TAQA - 6317-31) or equivalent teaching qualification where they have accountability for assessment within qualifications that we either deliver or support in the delivery of.
- If this is not in place at the start of their employment then we commit to covering the cost of achieving this, and will provide them with any time or resources required for them to achieve.
- All learner facing staff are required to engage in activities to inform, transform and share knowledge and learning.
- Staff shall participate in regular updates and briefings on core activities such as standardisation, self-evaluation and others appropriate to the qualifications they are teaching.

- We are committed to the development of employees and ensure all our teaching and training staff complete industrial updates to remain occupationally competent, in addition to further development of their teaching, learning and assessment skills. Our strong links with employers means that staff can attend industry placements, subscribe to journals, attend trade events and shows to maintain currency in industry standards.
- Where our team are involved in the delivery of government funded programs such as apprenticeships, training is provided to support to the team and consist of champions in the following categories: ALS, English and Maths, Health and Safety, British Values, Safeguarding and Prevent.
- Staff shall undertake training in ICT development to enhance approaches to pedagogy; engage in curriculum development, quality assurance and enhancement; develop appropriate research skills; and attend conferences and workshops. Staff shall also be involved in curriculum and module development and contribute to validation events and advisory groups.

### How we ensure learning objectives are tailored to meet employee, customer & organisation needs

As highlighted in our vision above, as an organisation, we believe in our employees taking the lead in their own development through regular conversations. This is facilitated by the Operational Directors to ensure that this ethos is followed, but there where mandatory training is needed, or where there are development needs for the business to develop or for that colleague to achieve a further qualification that would benefit their career development.

### How we monitor employees' professional development

Colleagues in the organisation are required to keep a record of their ongoing development through a CPD Log, a copy of which is available on request.

The CPD log lists all CPD activities undertaken in a period and summarises these under the categories, ensuring that it also states the number of CPD days undertaken as measured against our commitment to a minimum of 40 CPD hours per staff member per year (pro rata for part-time staff), and an overall reflection on/evaluation of CPD activities.

### How this policy will be reviewed annually

The policy will be reviewed on the date identified below, by the Development Manager, before being signed off and approved by Dr Hilary Cooke, Director of Merlin Business Consultancy Ltd.

Review date	Reviewed by	Signed off and approved by
14th February 2023		
<i>Latest date of next review</i>	<b>Chris Howe</b>	<b>Hilary Cooke</b>
28th January 2024	Development Manager	Director