

## Learning and Development Policy

### 1. Purpose

The purpose of this policy is to outline in broad terms the East Midlands Development Agency's (*emda*) commitment to employee learning and development and the underlying principles. This Policy is supported by the Learning and Development Procedure document which defines the associated procedures and responsibilities in further detail.

### 2. Objectives of learning and development

The key objectives of learning and development activity within *emda* are to:

- Support the Agency in achieving its strategic goals and priorities
- Support employees' skills development to enable effectiveness in their roles
- Support the development of employees to enable them to adapt to change and enhance their future career opportunities

In doing this it will also take account of *emda*'s cultural goals, and vision and values. *emda* is committed to providing appropriate learning and development to all employees and upholds the Equal Opportunities Policy and sustainable development principles.

All learning and development activity is aligned to delivery of the Regional Economic Strategy and the Corporate Plan whilst supporting individual needs for development and progression. Delivery is through an agreed Agency 3 year Learning and Development Strategy, which is reviewed regularly at all levels.

### 3. Learning and development delivery

The Agency provides a range of structured learning and development solutions to support identified needs. A variety of delivery mechanisms are used to enable accessibility, including a range of flexible learning resources available through a learning resource library.

Other job and Agency related professional and personal development for employees is also encouraged and supported through external courses, conferences, qualifications and a Personal Development Fund.

### 4. Roles and responsibilities

Individuals are expected to be ultimately responsible for taking control of their own learning and development, such that they are able to meet the demands of their job and future career aspirations.

It is the responsibility of people managers to ensure their employees are competent to meet the needs of the Agency to the required standard.

The Learning and Development Manager is responsible for developing, monitoring and communicating the Learning and Development Strategy and associated annual plan.

All learning and development activity is resourced and managed centrally enabling improved cost effectiveness through economies of scale, quality control, central evaluation and monitoring of spend.

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