

Learning and Development Policy

Purpose

Elior UK is fully committed to supporting the professional training and development of all colleagues throughout the organisation.

Scope

This Learning and Development Policy is an information tool for all Elior UK's colleagues, which summarises Elior UK practices and approach to learning and development. All Elior UK colleagues are required to work within the "best practice" guidance provided by the Elior UK Academy.

Responsibilities

Elior UK's Leadership team will ensure that all necessary internal and external resources including finance and facilities will be provided to ensure that the terms of this Policy are met.

All Managers and team leaders are responsible for the training and development of their teams and the implementation of this Policy.

The Learning & Development Department is responsible for the provision of programmes, resources support and guidance to enable the implementation of this Policy.

All colleagues training, learning and development needs will be formally identified and documented through a structured performance / development review process carried out at least annually.

All training, learning and development activities will be planned, recorded and reviewed as appropriate to the needs of Elior UK.

All new colleagues will receive their initial Elior UK induction within four weeks of commencement. The extent and duration of their complete induction will be according to job role.

Mandatory and site specific programmes are delivered at site to colleagues within given time frames.

Suitability for job advancement will be based on satisfactory performance, as well as experience, skills and achievement of agreed objectives.

Governance

Managed by the Head of People Development, the Elior UK Academy is made up of experienced, professional trainers and a small administrative support team. This policy will be reviewed and updated annually by the HR Director and will be revised in accordance with any improvements or amendments required by the HR team and approved by the HR Director of Elior UK annually.



Catherine Roe
Chief Executive, Elior UK
2 December 2019