

Learning and Development

1. The Purpose

This policy sets out the Forestry Commission's (FC's) approach to Learning and Development, including the responsibilities of employees, their managers and HR.

2. The Principles

The principles of this policy are to ensure that:

- employees have access to the learning and development required to perform their role now and into the future;
- delivery and evaluation of learning and development is carried out in the most efficient and effective way;
- learning and development supports the FC to maintain industry standards of accreditation, including Investors in People (IIP) and the UK Woodland Assurance Standard (UKWAS); and
- learning and development is non-discriminatory and in line with the FC's commitment to equal opportunities.

3. The Policy

The FC supports the learning and development of all employees to ensure that they have the necessary knowledge, skills and competencies to perform their role effectively now and into the future. All employees have an Individual Learning Plan (ILP) and will be given the opportunity to consolidate their learning in the workplace.

3.1 Your Responsibilities as an Employee

You are expected to:

- identify and agree learning opportunities with your line manager, undertake these and apply new knowledge to improve performance;
- complete any necessary professional development and qualifications; and
- inform your manager if there is anything preventing you from accessing learning opportunities and discuss options for overcoming these.

3.2 Your Responsibilities as a Manager

You are expected to:

- work with employees to identify learning needs, support employees to attend learning events and contribute to the evaluation process;
- act as a role model and demonstrate your own commitment to professional development and qualifications;
- make budgetary provision and manage the budget for learning and development, and those resources required to deliver it; and
- identify anything preventing employees from accessing learning and ensure that reasonable adjustments are made.

3.3 Human Resources Responsibilities

Human Resources has responsibility for:

- agreeing the strategic direction for Learning and Development, in line with business priorities and the People Strategy;
- planning, delivering and evaluating learning; and
- monitoring and reviewing this policy, and associated procedure.