**1. Purpose**

This policy outlines NWF Facilities Ltd’s commitment to the continuous professional development of its workforce. We aim to ensure all staff have the necessary knowledge, skills, and behaviours to perform effectively, progress within their roles, and contribute to the overall success and sustainability of the organisation.

**2. Scope**

This policy applies to all employees, contractors, and agency staff across all levels and departments of NWF Facilities Ltd. It covers induction, mandatory training, role-specific development, leadership growth, and environmentally responsible training practices.

**3. Policy Statement**

NWF Facilities Ltd recognises that the ongoing development of its people is critical to maintaining high standards of performance, quality, compliance, and innovation. We are also committed to aligning learning and development with our strategic objectives, including sustainability and climate action.

All training and development will be designed to:

* Support operational excellence and service delivery
* Ensure compliance with legal, regulatory, and industry-specific standards (e.g., ISO 9001, ISO 14001, ISO 45001)
* Encourage personal and professional growth
* Contribute to the organisation’s environmental and climate objectives through relevant training and awareness

**4. Types of Training and Development**

* **Induction Training** – Mandatory training for all new starters, covering health & safety, company policies, safeguarding, equality, and environmental responsibility.
* **Job-Specific Training** – Focused learning to equip employees with the necessary skills and knowledge for their role.
* **Mandatory/Compliance Training** – Training required by legislation or certification standards (e.g., GDPR, manual handling, ISO systems).
* **Leadership & Management Development** – Programmes for supervisors, managers, and future leaders.
* **Sustainability and Climate Awareness Training** – Raising awareness of our environmental responsibilities and carbon reduction goals.
* **Continuous Professional Development (CPD)** – Ongoing learning through accredited courses, workshops, or on-the-job activities.

**5. Responsibilities**

* **Directors and Senior Management:** Set strategic training priorities, allocate resources, and promote a learning culture.
* **Line Managers:** Identify training needs, support employee development plans, and evaluate training effectiveness.
* **Employees:** Take responsibility for engaging with training opportunities, applying learning, and sharing knowledge.
* **Relevant Manager/HR:** Coordinate training delivery, maintain training records, monitor compliance, and report on development outcomes.

**6. Environmental and Climate Change Consideration**

Training and development at NWF Facilities Ltd integrates environmental awareness and climate change considerations where appropriate. This includes:

* Promoting energy-efficient practices in training delivery (e.g., virtual training to reduce travel emissions)
* Embedding sustainability principles in role-specific and company-wide training
* Encouraging all employees to contribute to environmental improvements through training-led initiatives
* Supporting green skills and knowledge needed for a low-carbon future

**7. Evaluation and Records**

* Training effectiveness is evaluated through feedback, assessments, and performance reviews
* All training is recorded and monitored for compliance and continual improvement
* Records are maintained in line with GDPR and retention policies

**8. Monitoring and Review**

This policy will be reviewed annually, or in response to organisational changes, legal updates, or training evaluation outcomes. Feedback from staff and stakeholders may also inform improvements to the training strategy.

**Signed:**  
[Director’s Name]  
Managing Director  
NWF Facilities Ltd  
**Date:** 01.02.2025