**NCC Education SAMPLE Staff Development Policy  
AQ\_37-a02  
  
Note to Centres: Please complete the below template in full and insert completed policy onto company letterhead before submitting to NCC Education.**

**Policy statement**

**[CENTRE NAME]** acknowledges the benefit to both staff and the company in providing employees with opportunities to engage in further development and training.

Staff will be supported in accessing the necessary training in order to perform in their job role at **[CENTRE NAME]** through internal training and attendance to external events where appropriate.

All staff are also encouraged to seek out further opportunities for their own academic development. **[CENTRE NAME]** will assist employees in this regard by notifying them of any training events that may be of benefit to their development, and by permitting attendance and assisting with learning resources where required.

***Other areas which the Centre should briefly outline here (as applicable) include:***

* ***Whether peer observation/review of teaching takes place***
* ***What arrangements are in place for internal or external moderation feedback to be disseminated and presented to staff involved in assessment***
* ***Whether an appraisal process is operated by the Centre***

**Process for Accessing Training**

***This section should be used by Centres to outline their own process for staff to apply for training courses.***