



Continuing professional development policy

Purpose

TechPoint Group are committed to continuing to support the development of our people and to provide them with access to effective continuous professional development, dependent on the specific identified development needs of each individual.

The purpose of continuous professional development, or CPD, is to help the Company raise performance standards whilst also contributing towards our people becoming more fulfilled and happier at work.

CPD is an essential requirement for all members of staff and is supported by line managers, the HR team, our subject matter experts and our senior leadership team.

CPD provision

CPD will be provided to all individuals, where appropriate, in order to aid in the development of skills and competencies.

The provision of CPD will be agreed based on a range of factors including, but not limited to:

- the needs of the Company as identified through internal monitoring
- development needs identified through external monitoring
- performance appraisal feedback
- the resources available
- whether accreditation or qualification can be achieved to support the business.

CPD can be undertaken through a range of different methods, with some proving more suitable than others dependent on the development needs identified. The Company will support the following approaches to learning:

- internal training using existing expertise within the Company
- 'TechPoint University' e-learning platform
- attendance at an external training course
- attendance at an external professional conference
- observations and shadowing
- learning partnerships with associated organisations
- distance learning with further education institutions
- mentoring and coaching

This is not an exhaustive list and alternative CPD methods will be considered on a case-by-case basis depending on which method is most appropriate to achieve development needs.



Undertaking CPD

The Group Head of People will be responsible for encouraging participation in CPD and will monitor the provision of this to ensure it is being fully utilised and supported.

In advance of undertaking CPD, the Company expects an employee to speak to their line manager regarding their chosen development and the method that is suitable to achieve this. We strongly encourage all line managers to approve CPD, wherever possible, and this can be discussed with HR or senior leadership where necessary.

Where CPD is approved, this will be confirmed to the employee and signing a training agreement may be required.

This policy is non contractual

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