



# **Action Community Enterprises CIC (ACE)**

## **Ongoing Staff Training, Monitoring and Supervision Policy**



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### **Action Community Enterprises CIC**

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# **Ongoing Staff Training, Monitoring and Supervision Policy**

## **Purpose**

Action Community Enterprises CIC (ACE) is committed to the continuous professional development of its staff and volunteers. This policy outlines the organisation's approach to training, supervision, and performance monitoring to ensure high standards of service delivery and staff wellbeing.

## **1. Staff Training and Development**

ACE places the highest value on staff training and development. The organisation invests in initial and ongoing training to support staff in fulfilling their roles effectively. Training needs are identified during induction and through regular performance reviews. Staff have access to internal and external training opportunities aligned with business objectives. ACE may require repayment of training costs if employment ends prematurely, as outlined in the Staff Handbook.

## **2. Supervision Arrangements**

All staff are part of a structured supervision and appraisal process. Regular supervision meetings are held between staff and their line managers. Annual appraisals are conducted to review performance, set goals, and identify development needs. Staff are responsible for arranging supervision meetings and submitting preparation materials in advance. Supervision is designed to be a positive and supportive process.

## **3. Record Keeping**

Records of supervision and appraisal meetings are maintained in individual personnel files. These records are retained for one year following an employee's resignation, after which summary information is kept for reference purposes.

## **4. Monitoring and Review**

Training and supervision practices are monitored by senior management. Staff feedback and performance data are used to improve support systems. This policy is reviewed annually and updated as needed to reflect organisational changes and best practice.

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