

Training and Assessment Policy

Introduction

Axcis Education is committed to a thorough training and assessment programme to all its staff and contractors. This Policy applies to all staff and contractors and should be read in conjunction with the Equal Opportunities, Diversity and Inclusion Policy and the Recruitment and Selection Policy.

Statement of Intent

Axcis Education provide and offer access to, a number of training opportunities to enable our staff and contractors to develop and receive regular CPD.

Training is offered both in-house and through our training partners.

Procedures

All training offered by Axcis Education is optional and all current staff and contractors are notified via email when a new event will be running so they have the option to book onto a course.

CPD Available:

- Safeguarding Level 2
- Team Teach
- Manual Handling
- Induction training
- Autism Awareness
- Behaviour Management
- SEND Webinars
- NAS Training Modules

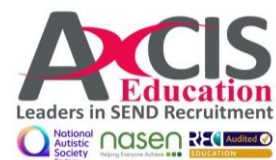
Where possible CPD is offered for free and in the case where there is a charge for contractors this is only because it is either provided by an outside agency or to cover costs for hosting an event.

The CPD on offer will vary according to each office and their current needs.

Interview is the first stage of the process where CPD is discussed and contractors are made aware of any upcoming events.

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As soon as we place a contractor we need to be aware of their training and development needs. In the case of a longer-term placement we must discuss upcoming inset days within the school and, if appropriate, request that the contractor attends.

Regular feedback must always be requested from both schools/units and contractors/staff and recorded on Chameleon on the staff members HR file. For contractors in a longer-term position, e.g. 6 weeks or more, a long-term reference request will be sent to the school for completion. This can help us identify training needs.

When contractors/staff attend CPD events this is logged on their Chameleon contractor record or their HR file and evaluations are kept and tracked.

As a career develops, we must remain aware and up to date with the changing needs of a contractor and staff member and continue to assess their skills and level of development.

Communicating this Policy

This Policy will be communicated to contractors and staff at their initial induction interview / briefing and thereafter from time to time, as determined appropriate by Axcis Education. This Policy is available on the Axcis Education website and is communicated to all clients.

The contact details for Axcis Education are as follows:

Contact Point	Number or e-mail	Notes
Landline	0207 580 2956	Use during office hours
Martin Keddie	0207 580 2956	Associate Director – HR & Candidate Management
Sara Wills	0207 580 2956	HR & Training Director
E-mails	martin@axcis.co.uk sara@axcis.co.uk	E-mails are periodically checked out of hours

Signed: *Paul Gold*

Position: CEO

Date: 3rd August 2020

Revision date: Annually

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