

Training and Development

PURPOSE

The purpose of this process is to ensure that an effective procedure exists for the training and development requirements for each staff member of UL Global (ULG).

PROCEDURE

Line managers organise induction for new employees within ULG. This initial training, as well as any future training, is captured in the Performance and Development Review (PDR). All new staff are required to attend a Workshop (PDR Reviewee) offered by the Human Resources Division which introduces the system as it operates in UL. An Induction Coordinator is assigned to each new staff member.

All staff are encouraged to participate in training offered and organised by the UL Human Resources Division. UL Global will request specific training when a need is identified at individual or team levels. An Excel file capturing all staff training is stored on SharePoint, with comments from staff on the value and effectiveness of the activity. Training is a standing agenda item at the ULG monthly meetings providing the opportunity to discuss feedback and training needs.

All staff are actively encouraged to participate in Erasmus+ staff-training week with peers across Europe, or undertake job shadowing. The visits aim to gain and exchange best practices and procedures with partner universities.

Performance Development Review System (PDRS)

The Performance Development Review System aims to ensure the meeting of team and individual objectives within the University's strategic priorities. The overall focus of the system is on improving performance and enhancing professional/career development. Performance Development Reviews (PDR) are carried out between line managers and their staff on an annual basis, with a six-month review as recommended. The staff member completes the PDR form, which consists of Individual Objectives and Individual Development Objectives and forwards to their manager before an arranged PDR meeting.

The meeting consists of a review of performance against previously set objectives, with further objectives and training agreed for the following 12 months. Training needs are identified within the PDR with each staff member expected to undertake at least five days training annually. Discussion of targets from the PDR are carried out between managers and staff on an on-going informal basis.

RECORDS

All records of audits (reports and checklists) are stored on SharePoint for a period of 3 years. ULG maintains a file of all ULG training as not all is provided by/via HR. PDR documentation is stored privately between staff and their line manager. ULG operates in accordance with the [University's Records Management and Retention Policy](#). Any personal data that is used as part of this process is processed in accordance with the General Data Protection Regulation (GDPR) / Data Protection Acts 1988-2018, the [University of Limerick Data Protection Policy](#) and [privacy notices](#).

PROCESS VERIFICATION

At a minimum, the process is monitored for effectiveness and improvement by taking input from internal and external reviews/audits, and staff input at any time.

Revision No.	Date	Approved by:	Details of Change	Process Owner
1	16/06/15	Deputy Director	Initial Release	Dearbhla McNamara
2	16/07/15	Deputy Director	Replace 'Purpose' with 'Process' for 'Process Effectiveness'; include Rev No in footer.	Dearbhla McNamara
3	22/07/15	Deputy Director	Update of Records paragraph	Dearbhla McNamara
4	03/11/2020	Deputy Director	Feedback from Oct 2019 Internal Audit, updating of unit name	Sinead Loughran
5	08/07/2021	Deputy Director	Wording changed and surplus text removed, new branding added, HR requirements of PDR workshop for new employees added,	Gavin Wilk/Sinéad Loughran
6	19/11/2021	Deputy Director	Minor wording changed, noted where ULG training docs are archived	Gavin Wilk