

## Learning and development policy

Flight horizons recognizes that people and their skills are its greatest assets and therefore aims to help them develop as much as possible. As an employee or volunteer you will receive appraisals every 6 months where you will be praised for your merits, be advised on how to improve and given the opportunity to discuss any issue you may have with your post and Flight horizons.

From time to time you may be asked to attend training held by or funded by Flight horizons – we ask that you do your best to gain the most advantage from the training as it may benefit you in the future. If you would like to take part on any training that you think may be relevant to your post and Flight horizons you should write a request to the chairman of the governing committee who will assess the possibility and let you know if Flight horizons can fund it in full or in part. Your request should outline the course, state the dates and times, the costs and how it would benefit you in your role at Flight horizons.

You may be asked to sign a costing agreement before training stating that if you leave Flight horizons soon after the training you will pay Flight horizons back for the costs involved.

Flight horizons requires copies of any certificates you have gained from training funded by Flight horizons and also requires certificates for any training of which you could exercise the benefits before you may do so for the benefit of Flight horizons or on property owned, rented or used by Flight horizons.

Written: 31.1.07

By Shane Touhey (Chairman of the governing committee)

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