**Employee Continued Professional Development (CPD) Policy**

Introduction

At My Detectives, we recognise the importance of investing in our employees' professional growth and development to maintain the highest standards of expertise and service excellence. This Employee Continued Professional Development (CPD) Policy outlines our commitment to providing opportunities and support for our team members to enhance their skills, knowledge, and competencies in the security industry.

* Objectives

a. Continuous Improvement: Foster a culture of continuous learning and improvement by encouraging employees to engage in relevant CPD activities.

b. Skill Enhancement: Provide access to training and development programs that help employees acquire new skills and improve existing ones.

c. Stay Current: Ensure our team members stay up-to-date with industry trends, best practices, and advancements in security technologies.

d. Career Growth: Support employees in their professional aspirations, empowering them to progress in their careers within the organisation.

* CPD Opportunities

a. Training Programs: My Detectives will offer a variety of training programs, workshops, and seminars designed to address specific skill areas and industry-related topics.

b. Certifications: Employees will be encouraged to obtain relevant certifications and accreditations recognized in the security sector.

c. Workshops and Conferences: Employees may attend relevant industry conferences, workshops, and seminars to broaden their knowledge and network with professionals.

d. Online Courses: Access to online learning platforms will be provided to enable employees to take self-paced courses and gain expertise in specific subjects.

e. Internal Training: We will conduct in-house training sessions led by subject matter experts to address company-specific needs and procedures.

f. Job Rotations: Periodic job rotations may be offered to employees to provide exposure to different roles and responsibilities within the organisation.

* CPD Support and Resources

a. Financial Support: My Detectives may provide financial assistance or reimbursements for approved CPD activities, subject to company policies and budget considerations.

b. Time Off: Reasonable time off may be granted to employees to participate in CPD activities, depending on the nature of the activity and business requirements.

c. Mentoring and Coaching: Mentoring and coaching opportunities may be made available to employees to enhance their learning experience.

* CPD Planning and Review

a. CPD Planning: Employees will be encouraged to create individualised CPD plans in consultation with their supervisors, aligning their goals with the company's objectives.

b. Performance Reviews: CPD efforts and progress will be reviewed during regular performance evaluations to identify further development needs and opportunities.

* Compliance and Accountability

a. Attendance and Participation: Employees are expected to actively participate in approved CPD activities and demonstrate a commitment to their professional growth.

b. Reporting: Employees will be required to provide records and documentation of completed CPD activities for tracking and reporting purposes.

* Review and Revision

This CPD Policy will be periodically reviewed and revised as needed to ensure it remains relevant and effective in supporting the professional development of our employees.

By providing opportunities for continued professional development, My Detectives aims to foster a skilled and motivated workforce capable of delivering exceptional security services to our clients while also empowering our employees to achieve their career goals within our organisation.

Effective Date: 25/07/2023

Print Name: WAQAR RAZA

Signed: 

Date: 04/12/2022