



## Approved Employer Scheme – Criteria

<b>A</b>	<b>Development needs are clearly identified</b>
A1	<i>Staff understand their roles and responsibilities</i>
A2	<i>Objectives are set as part of a performance review</i>
A3	<i>Staff understand how they contribute to organisation objectives</i>
A4	<i>Staff prepare and agree development plans</i>
<b>B</b>	<b>Appropriate development opportunities are made available</b>
B1	<i>The organisation commits resources to enable staff to effectively develop in line with their development plans</i>
B2	<i>Staff are encouraged to undertake proportionate, relevant and appropriate development</i>
B3	<i>Development includes an appropriate mixture of learning activities</i>
<b>C</b>	<b>Development activity is recorded and monitored</b>
C1	<i>The organisation commits resources to enable staff to record development activities</i>
C2	<i>Staff are encouraged to reflect on and record the impact / benefit of their development</i>
C3	<i>Staff can demonstrate that they have undertaken development activities</i>
C4	<i>Senior management provide adequate development support and monitoring</i>
<b>D</b>	<b>Individuals are appraised and development needs reassessed</b>
D1	<i>Staff develop in accordance with their development plan</i>
D2	<i>Staff development needs are reassessed at least annually</i>
D3	<i>Actions are taken if development activity is not sufficient / effective</i>