

Paul Sample Corporate Communications Ltd

Continuing Professional Development Policy

General Statement of Continuing Professional Development (CPD)

The following is a summary of Paul Sample Corporate Communications Ltd's commitment to Continuing Professional Development and Lifelong Learning. We are committed to:

- Create and promote an environment for career and personal development of its directors and employees;
- Provide encouragement and support to help directors and employees undertake CPD and lifelong learning, and ;
- Ensure its Directors to work with employees to help them review and develop their CPD plans and records.

Continuing Professional Development Policy

It is the policy of Paul Sample Corporate Communications Ltd to:

- Make clear agreements with employees to identify/specify learning needs to be provided/sought;
- Plan the process for delivering an employee's CPD Plan and monitor progress against the plan;
- Communicate our Policy, together with its associated arrangements and responsibilities, to all employees, and;
- Review and revise this policy annually.

Responsibilities

Overall and final responsibility for CPD management is that of the Managing Director, Paul Sample. Responsibility for the review and revision of this policy is that of the Board of Directors. Employee specific responsibilities are that of Paul Sample. All employees are required to adhere to the Policy – working with regard both to the principles described.

This statement will be available through the company's website and hard copies are available on request. For further information please contact: Paul Sample Corporate Communications Ltd on 01722 417555 or e-mail: paul.sample@btconnect.com.

Signed:

Paul W. L. SAMPLE
Managing Director
14th October 2004

