

STAFF DEVELOPMENT POLICY

1. POLICY STATEMENT

BUEA Academy recognizes that the quality of our training is directly linked to the competence and professional growth of our staff. It is the policy of this Academy to foster a culture of continuous learning. We are committed to providing structured opportunities for professional development to ensure our faculty and administrative teams remain at the forefront of global **Occupational Health & Safety (OHS)** standards.

2. SCOPE & OBJECTIVES

This policy applies to all full-time, part-time, and associate staff. The primary objectives are:

- **Technical Mastery:** Ensuring trainers maintain up-to-date knowledge of **UK HSE** regulations and **KSA Vision 2030** safety mandates.
- **Pedagogical Excellence:** Enhancing teaching, assessment, and digital delivery skills for modern learners.
- **Compliance:** Meeting the "Continuous Professional Development" (CPD) requirements set by professional bodies such as **IOSH, IIRSM, and NEBOSH**.

3. CORE DEVELOPMENT PILLARS

BUEA Academy facilitates staff growth through four primary channels:

- **Pillar I: Mandatory Certifications**

The Academy identifies and funds (or subsidizes) essential certifications required for operational compliance, including Level 3/4 Assessing awards (TAQA) and Lead Auditor certifications.

- **Pillar II: Continuous Professional Development (CPD)**

All academic staff are required to complete a minimum of **30 hours of CPD annually**. This includes attending industry seminars, webinars, and technical workshops.

- **Pillar III: Peer Review & Mentorship**

We implement a "Peer Observation Scheme" where trainers observe each other's sessions to share best practices in classroom management and learner engagement.

- **Pillar IV: Cross-Border Knowledge Transfer**



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Staff working in the UK and KSA operations will participate in quarterly knowledge-sharing summits to align safety cultures and international best practices.

4. THE DEVELOPMENT CYCLE

1. **Annual Appraisal:** Every staff member will undergo a formal performance review to identify "Skills Gaps."
2. **Personal Development Plan (PDP):** A documented roadmap will be created for each employee, outlining specific training goals for the year.
3. **Impact Assessment:** Following any training, staff must demonstrate how the new knowledge will be integrated into the **BUEA Academy** curriculum.

5. JURISDICTIONAL ALIGNMENT

- **United Kingdom:** Alignment with **Investors in People** principles and the UK Quality Code for vocational training.
- **Kingdom of Saudi Arabia:** Supporting the **Human Capability Development Program** under Vision 2030 to build a highly skilled local and expatriate workforce.

Chief Executive Officer / Director BUEA Academy

Effective Date: 01 Jan 2026

Review Date: 07 April 2027

Document Ref: BUEA-POL-SDP-001