



Staff Development Policy Statement

Focus Management for Business Limited regards the professional development of its entire staff as essential for the continuing success of the company.

To this end Focus Management for Business Limited will support any employee or contractor in the development of their professional skills and knowledge by providing the necessary resources to enable that member of staff to acquire new skills and knowledge.

It is both the responsibility of Focus Management for Business Limited and its employees or contractors to maintain the records of continuous professional development and copies are held centrally at our Head Office.

All our staff and contractors are members of the Institute for Learning and as such are subject to the rules on continuous professional development laid down by the Institute.

The company will provide the necessary resources to ensure the implementation of the policy and the Directors will give their full backing to achieve the policy objectives.

Signed on behalf of Focus Management for Business Limited

A handwritten signature in blue ink that reads "Malcolm Yates". The signature is written in a cursive style.

Malcolm Yates MSc, Chartered FCIPD. FInstLM, FRSPH
Managing Director
1st October 2009