

Career Planning Policy

22 Wilkinson Street, Sheffield, S10 2GB

First Issued	January 2025
Last review	

1 Introduction

- 1.1 The purpose of this policy is to set out the approach that we will take to support you in your career planning and development.
- 1.2 Opportunities to meet career goals will be offered to all employees, regardless of gender, race, disability, religion or belief, sexual orientation, age, pregnancy and maternity, gender identity or expression, or marriage or civil partnership status. We recognise that creating an environment in which employees are encouraged to develop and realise their goals will benefit both us and our staff.
- 1.3 The policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

2 Scope

- 2.1 This policy applies only to employees. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

3 Process of career planning

- 3.1 As part of the appraisal process, you will be asked by your Line Manager about your career aspirations.
- 3.2 It is important for you to think about which areas within the organisation you want to develop towards, which skills you would like to build upon and what you can do towards achieving your goals.
- 3.3 Having open and frank discussions about your career goals will help us to have a better understanding of how we can support you on your career journey.

4 Your responsibility

- 4.1 Your Line Manager will support your career aspirations. However, you need to take responsibility for your own career and development.
- 4.2 With this in mind, you are encouraged to identify ways in which you can meet your career goals. This might be by participating on different projects, deputising for managers, internal secondments and work shadowing.

5 Learning opportunities

- 5.1 We are committed to ensuring that you have access to relevant resources to help you to grow and advance in your role. Please speak with your Line Manager.

6 Mentoring scheme

- 6.1 We have put in place a scheme that is aimed at giving employees access to a mentor for support and career guidance. Further details about our mentoring scheme are available from your Line Manager.

7 Promotion opportunities

- 7.1 Vacancies that occur within our organisation will normally be advertised internally before they are advertised externally. Sometimes though this will not be possible, particularly when specific skills that do not exist within our organisation are needed.

7.2 All employees who apply for an internal vacancy will be invited to attend an interview. If you are unsuccessful, you will be offered detailed feedback explaining why you were not appointed to the role.

8 Knowledge, skills and competencies

8.1 To progress in a career, it is often necessary to develop additional knowledge, skills and competencies.

8.2 If you are unclear about these, you should contact your Line Manager, who will be able to give you more detailed guidance.

9 Achieving career aspirations

9.1 If you feel that your career aspirations are not being met, you should discuss this with your Line Manager.

9.2 This is particularly relevant when the aspirations involve promotions and there are a limited number of opportunities at a more senior level.

10 Review

10.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

11 Definitions

11.1 Ben's Centre ("we", "us", "our")

11.2 The Employee ("you")

Document control box

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