



SIFB TRAINING AND DEVELOPMENT POLICY

1. Policy Statement

This Training and Development Policy reflects the Sugar Insurance Fund Board (SIFB)'s commitment to continuously enhance the capabilities of its workforce to deliver high-quality services. In alignment with the recommendations of the Pay Research Bureau (PRB) Report, this policy aims to foster a learning culture that supports both organizational effectiveness and individual employee growth. A Training Committee has been accordingly set up to oversee training initiatives and ensure alignment with strategic priorities.

2. Objectives

- To provide employees with opportunities for continuous professional development.
- To align training programs with the strategic objectives and service delivery goals of the organization.
- To comply with statutory recommendations regarding staff development and capacity building.
- To ensure employees are equipped with the necessary skills, knowledge, and competencies to perform their duties effectively.

3. Scope

This policy applies to all officers and employees of SIFB, irrespective of grade or department.

4. Guiding Principles

- **Strategic Alignment:** Training initiatives shall be aligned with the strategic direction and performance improvement plans of the organization.
- **Equity and Transparency:** Access to training shall be fair and based on identified needs.
- **Capacity Building:** Emphasis shall be placed on developing internal capabilities, leadership skills, and technical competencies.
- **Return on Investment:** Training shall be monitored and evaluated to ensure measurable impact and value for money.
- **Compliance:** All training shall adhere to statutory guidelines, including those related to minimum training hours and career development plans.

5. Types of Training

- Induction Training — For all new recruits to familiarize them with organizational policies, structure, and responsibilities.
- On-the-Job Training — Delivered at the workplace to improve job-specific skills.
- Technical and Professional Training — To upgrade functional or technical expertise aligned with the evolving needs of the job.
- Leadership and Management Training — Targeted at current and potential leaders to strengthen governance and supervisory capabilities
- Continuous Professional Development (CPD) — For maintaining qualifications, licenses, or professional memberships.

6. Training Needs Assessment (TNA)

A Training Needs Assessment shall be conducted annually as part of the performance appraisal process to:

1. Identify skill gaps across departments and roles.
2. Align training programs with job competency frameworks and PRB 2021 requirements.
3. Inform the development of the Annual Training Plan.
4. All training needs must be recommended by the Head of Section or respective Reporting Line Officers and shall be subject to availability of funds and strategic priorities.

7. Annual Training Plan

The Human Resource Department, in collaboration with Heads of Section and the Training Committee, shall prepare an Annual Training Plan (ATP), which includes:

- A list of priority training programs.
- Budget allocation for training.
- Expected outcomes and KPIs.

8. Training Delivery

Training may be delivered through various modes to ensure flexibility, accessibility, and effectiveness in capacity building. These modes include the use of internal resource persons who possess the relevant expertise within the organization; engagement with accredited external training institutions to provide specialized or advanced learning; and the utilization of online platforms or e-learning solutions, which offer a cost-effective and convenient means for continuous professional development. The selection of the training mode will be based on the nature of the training, available resources, and the specific learning objectives to be achieved.

9. Monitoring, Evaluation and Reporting

To ensure the effectiveness and accountability of the training programs, a structured evaluation process shall be implemented. All participants will be required to complete post-training evaluation forms to provide feedback on the content, delivery, and relevance of the training. Managers will assess the impact of the training on employee performance and productivity through observed outcomes and results. Additionally, the Human Resources department shall compile and submit quarterly and annual training reports to Management and relevant oversight bodies, highlighting key training activities, participation rates, evaluation results, and overall effectiveness.

10. Bonding and Obligations

Any employee who benefits from long-duration or high-cost training may be required to sign a bond agreement committing to serve the organization for a stipulated post-training period.

11. Roles and Responsibilities

The successful implementation of the training policy relies on the active involvement of all stakeholders. The Human Resources Department shall be responsible for coordinating and implementing training initiatives, as well as maintaining accurate and up-to-date training records. Heads of Sections will play a key role in identifying training needs within their respective areas and supporting employees in the application of newly acquired skills post-training. Employees are expected to actively participate in training activities and integrate the acquired knowledge and skills into their daily work. Management and the Training Committee shall review and approve training plans, ensuring that all training initiatives are aligned with the organization's strategic objectives and corporate goals.

12. Policy Review

This policy shall be reviewed every five (5) years or earlier if required by statutory changes (PRB) or organizational restructuring.

Approved by the Board on 24 July 2025

