



Learning and Development Policy

“We’re committed to research and learning as we understand this is what gives us the competitive edge. If you want to develop, we will support you to have a successful career with us”

Toby Everitt, CEO

Purpose

This policy sets out how Metaverse VR (MVR) will manage learning and development in a consistent and fair manner as we believe every individual has a right to equal treatment and opportunity. We embrace diversity of thought and want you to feel valued for the contribution you make.

Learning and Development Strategy

We recognise our employees are key to achieving our strategic goals and fulfilling our purpose. We see our Learning and Development Strategy as vital to us establishing and maintaining a competitive edge within our specialism and market. We, therefore, promote continuing professional development (CPD) and will provide you with access to learning and development opportunities to enable you to fulfil your responsibilities effectively and with professionalism.

Our Values and Commitment to You

We aim to establish and maintain a range of progressive development practices supported by a empowering learning culture. Learning organisations have the ability to continuously evolve, respond to change and create innovative cultures that enable their people to learn, grow and flourish. We chose “Curiosity” and “Ingenuity” as 2 of our organisation values, as we believe both qualities are equally important for long term success.

We want you to be able to perform your job to the best of your ability and fulfil your potential, so we commit to:

- actively encourage you to push the boundaries
- nurture your curiosity, so you and MVR evolve and grow
- create time and space for you to have regular development discussions with your manager, and
- invest in the learning interventions that will most benefit you and the organisation.

Nurturing Talent

To help build a vibrant talent pool we will equip you with the skills, mindset and behaviour to drive your own learning and take responsibility for your development. Combining real-life experience with some theory, coaching, feedback and reflection will ensure our learning interventions are powerful and meaningful. We will also focus on the attributes most helpful for you in developing the relationships you need to drive personal and business performance.

Mandatory Training

We have determined which training is mandatory based on our working environment, the nature of our work and to align with best practice guidelines. Mandatory training should be completed by all employees and associates in accordance with the prescribed frequency where applicable:

- **DSE risk assessment and awareness training** – Risk assessments should be done at least every 2 years, or when starting a new role or where there is a significant change to a workstation
- **Data Protection GDPR Training** – To be completed annually to build an awareness of how and where data flows in the organisation
- **Anti-bribery & corruption** – To be completed annually to recognise bribery and corruption in its different forms, signs and ways to prevent it
- **Equality Diversity and Inclusion** – To be completed annually to ensure fair treatment and opportunities for all employees.
- **Cyber Security Best Practice** - To ensure you are protecting yourself and the organisation from cyber threats.
- **Health and Safety** – To provide you with tips and resources for reducing risk and avoiding on the job injury.

While all employees and associates of MVR will build an awareness of fire and evacuation procedures, emergency exits and assembly points as part of their induction, only individuals specific individuals will be trained in first aid, fire and evacuation.

Learning & Development – Methods

We will do what we can to provide a range of development options to suit your learning style and also serve to motivate and encourage you. We also recognise individual learning and development needs may include external as well as internal experiential learning opportunities. We have outlined some of the learning and development opportunities and methods open to you below.

On the Job Learning

As we acquire and develop most of our job specific knowledge and skills in the workplace through on-the-job application and experience, our default strategy for addressing Learning and Development needs is to fully exploit any work-based opportunities available. On the job learning involves sharing knowledge and skills and learning from experience. Aspects of on-the-job learning include observation, demonstration and practice, delegation, coaching and mentoring.

Observation, demonstration and practice means watching or being shown how a task is performed, assimilating what is being seen and heard, and then reusing the information effectively to perform the task. Practising the task reinforces the learning and leads to continuous improvement.

Delegation is when a piece of work or task is assigned to you, giving you the opportunity to grow and develop your knowledge and skills. You may need some up-front coaching from your line manager or a colleague in this situation.

Coaching may involve creating learning opportunities, providing information, listening, demonstrating, encouraging, asking questions, observing someone while they take on a new challenge, giving feedback and being open to questions. While coaching is a key responsibility of your line manager, your colleagues may also coach you and vice versa.

Mentoring is where a more experienced or knowledgeable individual helps and supports a less experienced or knowledgeable individual in their work, career or professional development. It entails informal communication, usually face-to-face, over a period of time. Structured mentoring arrangements can be of particular benefit if you are new to MVR or promoted, to accelerate development and optimise skills transfer.

Self-Managed Learning

Self-managed learning can be very effective and might include reading, attending events, completing e-Learning, pursuing qualifications and any other development activity controlled by you.

Reading can be critical to learning and development and in some cases may be the only way of acquiring the requisite knowledge. Reading materials can include process maps, procedures, reports, rules & regulations and publications.

e-Learning is delivered through technology. It supports distance learning and can be a cost-effective and innovative way to learn depending on your preferred learning style. It provides the freedom and flexibility to learn when and where the learner wants and at their own pace. It can be combined with classroom based training or delivered on a stand-alone basis.

Deployment

Creating opportunities to develop technical and other skills by working in other areas where you will be exposed to different practices can be an effective way to address individual development needs. Secondments and special projects are options for consideration, provided they do not lead to a skills deficit in another area, causing a dilution of the overall skills base.

Secondment is a term used to describe a temporary movement or 'loan' of an employee to a new role outside their existing team. Secondments can be useful for covering longer-term temporary absences or developing the skill base.

Special Projects can be designed to enhance your knowledge or skills in a particular area or to broaden your knowledge of other functions. They can also be used to complete tasks or assignments when a mix of people with expertise in different areas is needed.

Group Learning

Cross functional teams are brought together to accomplish a specific task or project. By working together as a group, knowledge is shared, and skills are developed both individually and collectively.

Networking is useful for identifying and mainstreaming good practice from other organisations or experts to improve efficiency and effectiveness within MVR.

Training Interventions

Training Courses are where knowledge and skills are demonstrated and imparted by a course leader. Participants work individually and / or in groups to put learning into practice under supervision and to gain hands on experience.

Seminars are where subject matter experts deliver information primarily via lecture and discussion. Seminars can be useful for building awareness of developments in the business sector you are interested in. Involvement and interaction with the audience is limited.

Development Programmes generally incorporate some tutor-led classroom work with a variety of activities in the workplace. These activities can include self-managed learning, workplace assignments and mentoring. The various components are carefully choreographed so skills can be practised in the workplace using the tools acquired in the classroom.