



TRAINING AND DEVELOPMENT POLICY

The Company is committed to delivering quality services through its employees and will endeavour to ensure that they receive up-to-date, relevant and effective training and development in pursuit of the highest levels of competence and quality at all times. We recognise the importance of their continuous development in:

- helping you to improve and develop performance in your present role,
- preparing you for future roles and career development,
- enabling you to adapt to meet the changing requirements of the industry
- maintaining and enhancing the quality of service in all areas.

Under this Policy The Company will:

- regularly and actively take steps, via appraisal and other appropriate means identify training and development needs for its employees
- within available resources, provide/assist employees with opportunities to participate in further training and development
- evaluate the benefits and effectiveness of investments in training and development activities.

The Company will expect staff to:

- Co-operate and participate in identifying their training needs;
- attend and fully participate in any activity which has been agreed as relevant to their development;
- actively put into practice the new skills and knowledge gained through training and development activity and participate in any related evaluative measures.

The main opportunity to discuss training and development needs will be during annual appraisal and associated follow-up meetings. However, any development and training issues can be raised at any time during the year by any employee.

Our Commitment to Standards

There are certain roles, responsibilities and skills that The Company considers mandatory for employees to be involved in - these areas are.

At the commencement of employment all employees will be fully inducted in their role which will include the Company's Health & Safety, Quality, Environmental, Equality and Diversity, Corporate Social Responsibility and Anti-Bribery Policies.

Under our on ongoing training programme :

- A culture of CPD training is recognised and our Management Team will continue to further their knowledge
- Managers are required to achieve and retain the SMSTS qualification
- Foremen are required to achieve and retain the SSSTS qualification
- All operatives are to achieve CSCS qualification
- CPCS (plant) qualified as required for their trade
- CISRS (scaffold) qualified as required for their trade
- Selected operatives to be First Aid Trained
- All operatives to undertake ongoing Health & Safety Training as required by the Company
- All operatives to take part in on site Tool Box Talks as required by the company
- All operatives to be CRB checked
- Any specific training required by the operative/employee which will also benefit the company will be discussed and arranged if practical.
- All Apprentices will be encouraged and supported to complete their training throughout their apprenticeship

Signed:



Dated: 08th September 2016

Name: Gary Clarkson
Position: Managing Director

This document will only be revised should any amendments/updates be made