

# TRAINING & DEVELOPMENT POLICY

## **Company Commitment**

We are a team of people striving to achieve our goals and objectives in line with our strategic direction. In order to achieve those goals we must train and develop our staff to be the best in the industry. Our training and development is the competitive advantage we have as a company and in being properly valued, trained, developed and motivated, this ensures that our company achieves the goals and objectives it has set.

## **Responsibility for Training**

The responsibility for identifying training needs and ensuring these needs are met is established between the employee their line manager. It is the responsibility of each employee and line manager to ensure they have been given the required amount of training to complete the assigned tasks and department goals and complete the basic occupational training associated with their role. We will take advantage of any free training that is available.

Our training follows 4 main areas:

### **1. Induction Training**

Every new employee of the company will follow the company induction program. The company induction program will cover the following areas as a minimum:

- Meet the team
- Introduction to the company
- Mission and core values
- Company policies and procedures
- SIA licensing and the ACS scheme
- Information and job role

### **2. Assignment Training**

All employees will attend retraining in areas such as change, culture, technology, company policies, legislation and other training as and when required. All staff will be trained on each assignment deployed.

### **3. Occupational Training**

It is the company's intention to ensure that all staff are given the opportunity to undertake some formal occupational training and to achieve some industry accreditation.

### **4. Refresher Training**

All staff shall undertake license linked refresher training on an annual basis. Where appropriate, training will be agreed with the customer and other relevant stakeholders. The preferred method of training will be on-line with a resulting competence test being conducted also.

### **5. Business License Training**

We will encourage our staff to undertake business license training against the particular British Standards.

## **Training Budget**

An annual budget shall be allocated by the Director for the purposes of training.

**Performance Evaluation**

All staff shall have at least one annual performance appraisal. As part of employee development, training opportunities will be discussed and where appropriate, a training plan developed.

**AuthorisedBy:**

Managing Director  
01/07/2020