

WARD

EDUCATION & TRAINING

Training & Development Policy

Payne Civil Engineering Ltd

14 Heron Drive, Mexborough, England, S64 0AF

Registered Company Number: 12648806

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1. Policy Statement

The Company is committed to ensuring that all Legal, Moral and Financial obligations are met in full by ensuring that all employees and operatives have the requisite skills, qualifications and certifications to carry out their work to the highest standard. This will improve the skills set contained within the Company, assist it to meet business objectives and boost employee retention levels.

The Company is also obligated to ensure that all employees and operatives carrying out regulated work have undertaken up to date training as required by the competency requirements and training matrix for such work.

2. Aim

- To ensure the Company meets its legal and regulatory obligations
- To ensure that all operatives have met the relevant standards for Health, Safety & Environmental Training
- To be able to adapt and develop company operations to best meet the client needs
- To be able to be a market leader of current products and techniques
- To improve a positive mindset and culture
- To reduce the potential for incidents and accidents
- To exceed the current minimum standards expected
- To provide the Company with the capability to meet its current, short- and long-term business objectives
- To develop the skills and experience of the workforce
- To ensure development and progression of each employee to boost employee retention
- To ensure that the training solutions chosen meet the Company's training and development needs
- To implement procedures that ensure that time limited certifications are kept up to date
- To ensure that skills are maintained where an employee has not had the opportunity to practice them over a prolonged period
- To offer work experience programs with local schools and external learning providers
- To be committed to offering opportunities to young people through approved apprenticeships
- To promote training and development from within the existing structure of the company providing new opportunities.

3. Procedures

i. Identifying training needs

This is a continuous process both on an individual and organisational level but should be carried out formally at the following points:

- During any appraisal / performance management procedures
- After a long period of absence
- On promotion / Change of role
- Equal Opportunity & Diversity – Promoted from within – The NINE Protected Characteristics
 - Age
 - Disability
 - Gender Reassignment
 - Marriage & Civil Partnerships
 - Pregnancy & Maternity
 - Race
 - Religion or Belief
 - Sex
 - Sexual Orientation
- Modern Slavery
 - How to spot it
 - How to Prevent it
 - How to report it
 - Company Expectations
 - Breach of Policy
- Bribery & Corruption
 - Active bribery
 - Bribing a foreign official
 - Failure to prevent bribery
 - Passive bribery
 - The Four Offences
 - The six principles of the bribery prevention
 - What are the signs of bribery?
 - What is bribery and corruption?
 - What you need to know?
 - Why it matters

For the organisation:

- When identifying and assessing business objectives
- On loss of member of staff
- When implementing technical, regulatory and legal developments

Categories of training needs

Once a training need has been identified it should be categorised to ensure that it is managed appropriately:

- Urgent need: where the individual needs training in order to meet a regulatory or legal requirement.
- Organisational need: where the training will allow the Company to meet a current or expected organisational need; for example, to replace the skills of an outgoing employee.
- Development need: where the training will benefit the individual (and by turn improve the skill set within the Company) but there is no current or expected organisational need.

ii. Meeting needs

When a training need has been identified the responsible manager should take steps to meet that need.

Where there is an urgent need to implement the training then the responsible manager should immediately source suitable training and obtain approval and funding from the Company Owner.

Where there is an organisation need to implement the training the responsible manager should identify a timescale for implementing the training, source suitable training and then submit a training request form to the Company Owner.

Where there is a development need to implement training then the responsible manager should discuss this with the Company Owner on an informal basis at an appropriate point providing an estimation of cost and the benefit to the employee and business. If the Company Owner considers that the Company should consider implementing the training then the responsible manager should source suitable training and submit a training request form.

4. Roles and Responsibilities

i. Individuals

Each individual should accept responsibility to identify training and development needs that can benefit both themselves and the business.

Employees should feel free to raise any training / development needs with their line manager.

ii. Supervisors & Managers

Line managers should keep under review the training and development needs of all members of their team. They should identify where there are performance issues which training could address and analyse what benefit proposed training will have for the individual and the company.

iii. Company Owner

The Company Owner is responsible for approving all training which is funded by the Company. The Company Owner shall also keep under review the training and development requirements of the company as a whole in light of current and future business objectives and requirements.

A handwritten signature in black ink, appearing to read 'T. Worthing', with a long horizontal line extending to the right.

Thomas Worthing | Director
Ward Education Ltd