

## STAFF TRAINING AND DEVELOPMENT POLICY

Staff training and development is essential to meet the demands of a forever changing market.

A Company is only as good as the people who work within it. Therefore to ensure that the company operates efficiently and effectively, Staff training and development will be monitored continuously with actions taken to improve Staff performance.

The Training Manager is responsible for Staff Training and Development.

It is a condition of employment for any member of Staff to attend training courses deemed necessary by the Training Manager.

Staff training needs will be identified through annual performance reviews and by the demands of the Company to further its business as a training organisation.

Operative instructors will attend re-certification courses prior to the expiry of existing qualifications.

Staff will attend refresher courses as deemed necessary by the Training Manager.

Records of 'Continuous Professional Development' CPD will be stored within the appropriate section of the 'shared' CPD folder on the server (S:/Staff CPD)



Richard W Little – Chairman

### Document Control

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