

## **Training Policy Statement**

A trained, certificated and motivated workforce is vital to satisfy the demands and expectations of our clients and industry regulators. Accordingly, the company invests significant resources in staff training and development.

Day to day training is the responsibility of Management who can call on specialised skills and knowledge within the Company and from external sources for advice on training matters.

A fundamental part of our training policy is to review training regularly and as part of this review, an annual training plan is developed to identify the areas and opportunities for continual staff training and improvement. This process ensures that all our workforce achieve and maintain the necessary skills to carry out their tasks correctly and safely. All training provided is Construction Skills (CITB) approved and satisfies the CSCS and CISRS bodies.

Weekly tool box talks are provided on all sites to personnel as part of a general update/refresher process, with site specific topics incorporated where relevant and necessary.

All our workforce has a training record on our construction management database together with copies of their certificates. We operate a training matrix and carry out a training needs analysis.

Any additional training for specific project is carried out by accredited training providers.

### **Aims**

Aims of the policy are:

- To provide induction training for all new employees, including relevant health and safety information.
- To provide job specific training to all new employees and to existing employees who are changing job within the Company, including health and safety information.
- To identify the longer-term development needs of those employees with potential to progress beyond their present job and to meet those needs when they are consistent with the needs of the Company.
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### **Procedures**

The procedures for training are:

- A record will be kept for each employee showing the training received
- The training records will be monitored on a regular basis and the needs checked
- All training programmes will be monitored and revised as necessary in order to meet changing business needs

Signed: \_\_\_\_\_

**Matthew Phillips**  
**Managing Director**

**Dated: 6th September 2018**  
**Review Date: September 2019**