Training and Development Policy

The company recognises that its employees are its most important resource and is committed to the training and development of all employees to enable them to meet their aspirations and reach their full potential. This will assist in enabling the company to deliver a first-class service to its customers and by increased efficiency improve the company's overall performance.

The company's aims are to:

- Ensure that all employees are properly trained in the skills they need to carry out their job to the standard expected by the company and its clients.
- Provide employees with the training they require to deal with any changes in the way or circumstances that their jobs are carried out including changing technical developments.
- Encourage employees to develop their skills and talents to progress within the company and reach their full potential.
- Raise awareness of the industries role by supporting community based learning and information initiatives.
- Ensure that the Training and Development plan stems from board level strategy incorporating all relevant industry wide initiatives.
- Train to allow the company to achieve it's business aspirations (Plan).

The individuals training and development needs will be identified and developed through:

- Annual performance appraisal.
- Continuous company reviews.
- Employee requests.

The training and development will be met through a variety of internal and external sources depending on the individual's requirements.

All internal training is at no cost to the employee. External courses and professional qualifications are usually fully or partially funded by the company dependent of the nature of the training.

Employees are encouraged to be proactive in respect of their training requirements and provide feedback on the relevance and effectiveness of the training they are given.

Opportunities for training will be based on an assessment of employees development needs irrespective of their sex, age, marital status, disability, race, colour, ethnic / national origin or sexual orientation.

We are active members of the Essex Construction Training Association (ECTA) which works closely with the Construction Industry Training Board (CITB) in organising and arranging construction related training courses and advising members on training issues.

Evers are a Chartered institute of Building training partner.

Induction training

Induction training will be given to all new staff and operatives with regards to basic health and safety training relating to significant risks relating to their place of work and the measures in place to protect them. Site specific information and training will be given where required. General employee induction training will be recorded in the training records.

Health and safety training

Apart from general health and safety training and awareness, more specific training is given to site operatives and those members of the office staff responsible for their supervision or who are likely to visit sites.

A register of employee training is maintained and provision is ongoing.

Training records

Aim:

To enable management to keep records of training received by each employee and to aid in ensuring that the requirements for training are identified and fulfilled.

Responsibility for training records:
The company secretary will ensure the maintenance of, and regular review of training records.

Organisation of training records:

- A copy of all relevant training will be obtained from new employees at induction by the relevant manager and will be passed on to the company secretary.
- Our document management system (Union Square) is a web-based intranet which can be accessed by employees. Within Union Square we have a training module which lists the training records for each employees.
- All certificates and course attendance details are stored within Union Square. This section is accessible to site managers, contracts managers and office staff to ensure information about individual employees' training records are readily available for making assessments.
- The database will be reviewed and updated regularly.
- Training needs will be identified by both employees and their managers, taking into account their allocated work tasks and aspirations. Potential training needs will be communicated to contracts managers to enable provision to be agreed.
- Staff appraisal will provide further opportunity for training requirements to be identified and agreed.
- The company secretary will oversee the provision of training to meet identified needs.

Signed:	MJ Denney
	On behalf of TJ Evers Ltd
Date:	18.12.2019