

Training Policy

Policy	Doc Ref:	PIN 4.2.3	Issue Number:	4	Date Issued :	16/04/14
HR	Reviewed by:	HSE & Q Manager	Approved by:	Managing Director		
	Signature:	<i>P. Sid</i>	Signature:	<i>[Signature]</i>		

This policy document applies to your employment at **Substation Engineering Services Limited, 6 Parker Court, Dyson Way, Staffordshire Technology Park, Beaconside Stafford, ST18 0WP**, ("the Company") and all other Company sites that you may be asked to work at from time to time.

For any policy to be effective it must be applied throughout the Company, this policy therefore applies to all staff regardless of position or seniority.

1. Policy statement

1.1 Substation Engineering Services Limited recognises that its most important resource are its employees. It is committed to the training and development of its entire workforce so that they will gain the necessary skills to reach their full potential. This will assist in enabling the organisation to achieve its mission, through a well trained and supported working team. By increasing the skills and knowledge of its staff the Company will produce confident, highly qualified staff working as an effective and efficient team.

2. Identification

2.1 The individual training and development needs will be identified through but are not limited to:

- Matching an individual against their job description
- Matching an individual against the Job Role Training Matrix
- Client requirements/needs
- Annual performance reviews
- Requests from employees
- Project requirement basis
- Renewal Date

3. Resources

3.1 At the Company's discretion the training and development needs identified will be met through a variety of activities/resources depending on the nature and extent of the requirements deemed necessary after assessment. These may include but are not limited to:

- Internal Training
- External Training
- Online Training
- Development Activities

4. Cost

4.1 At the discretion of the Company internal training provided by the Company may be of no cost to the employee. External courses and professional qualifications may be fully or partly funded by the organisation depending on the nature of the training.

5. Agreement

5.1 At the discretion of the Company a signed agreement between the employee and the Company will be reached with regards to the employee's and Company's commitment to the training. This will set out both the Company's and the employees obligations should either party wish to terminate employment before a specified time period.

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6. Responsibility

6.1 It is the employee's responsibility to:

- Ensure their development. As such they employee may inform the Company of their development needs between annual reviews.
- Ensure that when attending any training that the up most effort is extended to:
 - attend the course on time
 - applying the correct attitude
 - representing the Company in a positive manner
- Notify the training coordinator in good time, should they not be able to attend a training course
- Find the most cost effective means of transport to/from the course

7. Feedback

7.1 As part of the Company's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information will be used to assess and improve the training process.

This policy respects [equal opportunities](#) and applies to all employees

8. Storage of Training Information

8.1 The Company will ensure that all training information and certification are kept in a safe and secure location at their head office. Duplicate certificates will be issued to the employee as and when required in order to keep their competency folders up to date. If an employee leaves the Company, a decision will be made by Management on an individual basis as to whether training certification will be retained by the Company or given to the employee on departure. The Company has the right to withhold all Company funded training certification that has been completed while in the Company's employment.