

Development Policy

We recognise the importance of developing our people to ensure future success of our organisation. We are committed to ensuring that all people have access and the support required to develop to reach their full potential.

An annual training plan will be developed following a set procedure.

The job matrix for each individual will be reassessed at the relevant appraisal. This will highlight specific areas that need development to enable the individual to perform to the maximum in their role.

From the matrix of each person a training schedule will be produce for each individual by the manager. This will then be completed by the individual indicating what elements of the training available they think are best for them to achieve their goals. This is then discussed with the manager and agreed.

The training plan will be formulated and submitted to the CITB for approval.

Actual training will be recorded on the standard attendance forms.

Funding for the development of the plan is through a grant currently available from the CITB. As we by law have to conform with the statutory levy to fund the CITB it is our policy to use all available funding and expertise we can get to benefit our employee's and company from them.

Funding is also been obtained through The Train to Gain initiative.

The funding available will only go part way to covering the costs of the training but we feel that if the correct training is selected and given the company will reap the rewards in a more effective and efficient workforce which will benefit us for years to come.