



Mechanical Services, Plumbing & Heating Contractors

Unit 16C
Middlegate
White Lund Industrial Estate
Morecambe
Lancashire
LA3 3BN

Tel No: 01524 37385
Fax No: 01524 844311
Email: info@baybuildingservices.co.uk
Web: www.baybuildingservices.co.uk

Training & Development Policy

Policy Statement

Bay Building Services Ltd is fully committed to ensuring that all staff have the relevant knowledge, skills and expertise to perform their work to consistently high standards and to achieve their full potential. We recognise that the training and development of our staff is fundamental to the improvement of our operational performance and the achievement of our strategy and goals. Bay Building Services Ltd will therefore strive to make training and development an integral part of our operations and to follow a continuous process of appraisal, training and development.

Scope

This policy applies to all staff of Bay Building Services Ltd irrespective of their employment status, function, grade or location. In accordance with the organisation's Equality and Diversity Policy, all staff are treated equally in the provision of training and development opportunities and are provided with equal access to training and development opportunities relevant to their needs.

Responsibilities

It is the responsibility of the Contracts Director to:

- identify and consider training and development as an integral part of the business planning process
- ensure that the training and development needs of all staff are assessed and provided for in accordance with this policy;
- agree and identify appropriate and cost effective training and development solutions
- evaluate the efficiency and effectiveness of training and development
- monitor the efficiency and effectiveness of this policy

All staff are responsible for:

- identifying their own training and development needs and bringing these to the attention of the Contracts Director
- undertaking training and development activities which will enable them to perform their work efficiently and effectively
- managing their own learning and professional updating

Review and Monitoring

Overall responsibility for the operation of this policy lies with the Contracts Director / Financial Director and will be monitored on a regular basis.

Training and Development Needs

Training and development will be provided only where a need exist. The Contracts Director will identify the training needs of their staff. Training and development needs, once identified will be collated centrally and priorities assessed.

All training and development activities must be approved in writing, in advance by the Contracts Director.

Budgetary Control

The Financial Director will determine the annual budget available and formulate a strategy for the deployment of available resources.

Induction

All new staff will receive appropriate induction training. This will include the identification of appropriate training and development needs.

Health and Safety Training

All staff will be given adequate health and safety training, including information on emergency procedures, before they start work. The need for health and safety training will be reassessed on a regular basis and in particular when there has been a change in operating procedures. Retraining and/or refresher training will be provided whenever necessary.

Evaluating Training and Development

All training and development activities will be evaluated.

At organisation level, the Contracts Director will be responsible for evaluating all training and development activities against the business strategy and goals on an annual basis.

Contracts Managers will validate and evaluate training and development activities on an ongoing basis, to ensure their relevance, added value and best practice.

This Training & Development Policy Statement has been approved & authorised by:

Name: Matthew Feather

Position: Director

Date: 15th January 2018

Signature:

