



TRAINING & DEVELOPMENT POLICY

DATE: 14 / 02 / 02	ISSUE No: 01	PAGE 1 of 2
-----------------------	-----------------	-------------

SD 116

INTRODUCTION

Van Elle Limited is committed to providing training and development for all employees to optimise personal performance and contribution to the development of Van Elle Limited.

Van Elle supports and provides a wide range of training and development activities for all employees as part of its on-going development and business plan. Through training and development all employees will be provided with the opportunity to gain the skills, knowledge and experience to enable them to build their roles and seek promotion within Van Elle Limited.

INDUCTION TRAINING

Induction training shall be given to all new employees to ensure there is no misunderstanding with regards to lines of communication, responsibility and authority.

To ensure established procedures are followed in both offices and on site with regard to professional and technical work, managing of contracts and commercial procedures, health, safety, quality and environmental procedures.

- To introduce staff to the requirements, company policies and management systems.
- Induction training shall be organised by the line manager and recorded on the training records.
- Copies of all induction training related documentation must be sent to the Personnel Officer at Head Office.

TRAINING

Operative Training

On appointment all their operatives will be assessed by the appointing Local Manager. Copies of current certificates of competence will be obtained and verified by the Personnel Officer and any additional Company requirements agreed by the Personnel Office, then recorded.

Training requirements for existing operatives will be reviewed on an annual basis and, upon change of duties, a record will be made.

Skills training needs will be notified to the Personnel Officer at Pinxton who will ensure that requirements are met as soon as possible. Copies of new certificates will be issued to Operatives / Managers and a complete record maintained by the Personnel Officer.

Health and Safety training needs will be notified to the Safety Advisor at Pinxton. The Safety Advisor will ensure that any safety training required is carried out.

Staff Training

Divisional Directors / Managers will consult with their Senior Managers / Staff on an annual basis and assess the general training needs of their Staff. A record will be made and passed to the Head Office Personnel Officer for record / action as may be agreed.

Divisional Directors will be responsible for ensuring that there is an annual review of identified Divisional training requirements with the Personnel Officer and responsible Directors / Managers to confirm that needed actions have been taken.

Individual Staff who need personal professional / technical training will agree these with their Divisional Director.

Completed training events will be notified to the Personnel Officer (with certificates when issued, and details of any costs) and these will be entered onto a data base, which will have controlled access.

When newly appointed, staff qualifications and current training status will be confirmed upon joining the Company and records passed to the Personnel Officer.

CONTRACT SPECIFIC TRAINING

Specific training requirements shall be identified and actioned by Line Managers and agreed with the Personnel / Health and Safety Advisor as needed.

RECORDS

Operative Training Records shall be kept by the Personnel Officer on a data base and copied to Divisional Directors / Managers when required.

Staff Training Records shall be kept by the Personnel Officer on a data base and copied to the Divisional Directors / Managers when required.