

## INTRODUCTION

Van Elle Limited is committed to providing training and development for all employees. The aims of this Policy are:

- a) To ensure all employees have the necessary skills & competence to perform their duties
- b) To optimise personal performance and continuous development
- c) To contribute 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 to 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 of the company policies, processes and procedures in the integrated management system.
- Induction training shall be organised by the line manager and recorded on training records HR 24 (Personnel Record), HR 11 (Employee Induction Form) and HR 12 (New Employee Induction Form)
- Copies of all induction training related documentation must be sent to the HR Department for checking and adding to the system.
- Additional Inductions to be completed as required. i.e. Rail Induction, Foreman Induction, HGV Driver Induction

## OPERATIVE TRAINING

On appointment all operatives will be assessed by the appointing Local Manager. Copies of current certificates of competence will be obtained and verified by the HR Dept. e.g. via Phoenix On-line, the Sentinel website or training providers. Any additional company requirements agreed by the HR Dept. will then be recorded.

Operatives will complete the following:

1. Mandatory Training
  - In addition to their induction, all operatives shall receive training in H&S Awareness, this includes Manual Handling, Asbestos Awareness, Fire Safety & COSHH.
  - All Foremen shall also complete training in Site Supervisors Safety Training Scheme (SSSTS), Emergency First Aid and the company's Permit to Work system.
2. Vocational Training
  - CPCS / NVQ in varying site skills, as required to fulfil a particular job role.

## CONTRACT SPECIFIC TRAINING

Specific training courses that may be required to satisfy particular contracts or working environments requirements shall be identified and actioned by Line Managers and agreed with the HR Dept / HSQE Dept / Training Dept as necessary.

## 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 HR Dept Training Dept 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 HR Dept. and Training Dept. 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.

When newly appointed, staff qualifications and current training status will be confirmed upon joining the Company and records passed to the HR dept., and the records logged accordingly.

## Mandatory Training

All Contracts Staff, Estimators, Engineers and Divisional Directors to complete Site Managers Safety Training Scheme (SMSTS)

## TRAINING REQUESTS

All training requests shall be managed via the Training Request Form, SET 32. These must be authorised by the Divisional Director and passed to the Training Department for booking. Subsequent amendments to bookings must be approved by the Divisional Director. The Training Dept. will ensure that requirements are met as soon as possible.

## EXTERNAL TRAINING PROVIDERS

All external training providers and external bodies used to meet the requirements of this policy, shall be subject to the Approved Supplier Process and shall be able to demonstrate the competence to deliver the training and have the necessary insurances.

## TRAINING REVIEW

Training requirements for existing operatives will be reviewed at least annually, sooner if there is a significant change in duties or legislation etc. A record will be made on HR 43 (Development Plan) / HR 44 (Development Record).

Additional training requirements of operatives may be identified during Managers site visits and HSQE Audits.

Training may also be reviewed as a result of investigations into any accident or incident.

## RECORDS

The HR Department will be notified of completed training events for entry onto the HR data base (with certificates when issued, and details of any costs). The database will have controlled access.

The Head of HR will maintain the HR Database and employee personnel files.

On successful completion of training employees are issued with their relevant competency cards (CSC, CPCs, etc.). Employees will have password protected access to their records, certificates will be issued to employees on request to enable them to demonstrate their competencies to clients / sites,

The training Department will maintain a matrix that along with staff and operative training records shall be provided to Divisional Directors / Managers when required to facilitate the planning of projects.

Training Need  
identified

Training requirement discussed and agreed with  
Training Dept. including location, dates, duration,

Training requisition raised by  
Division

Training  
conducted

Joining instructions communicated to Divisions  
& individuals including costs of failure to attend

Suitable training arranged with  
internal / external resource

Staff should be selected and recruited using suitable selection standards and methods.

The process should identify the relevant experience, skills and knowledge and personal attributes required to complete the work activities. This includes regulatory and industry standards, client requirements and results of risk assessment.

Certain activities require a standard of medical fitness to be achieved and maintained

Training & assessment shall be carried out to recognised standards.

Line Managers shall determine what further development and mentoring needs to take place before a person is authorised for working with minimum supervision

Competences shall be withdrawn where:

- The individual's performance has shown to be substandard
- Where changes in equipment or procedure are identified
- The competence validity has expired
- Lack of opportunity to practice the competence
- Personal reasons
- Behavioural
- Changes in health & fitness

Those who have been assessed as competent will be monitored to ensure that their competence is being maintained.

This will be achieved via unannounced audit & inspection and observation of workplace operations as part of day-to-day supervision, during accident investigation & reviews, past work performance and working relationships.

The staff who continue to be competent will be periodically reassessed, again, against recognised standards. This includes personal appraisals, the completion of refresher training and logbook entries.



Signed

Mark Cutler - Chief Executive Officer

Date 08.09.2020

Review Date 08.09.2021