

TRAINING & DEVELOPMENT POLICY

We are committed to a comprehensive programme of staff training, which is available to all. We were awarded Investors in People accreditation in October 2000, having been approved for recognition at our first assessment on 28 September 2000. Our accreditation was reviewed and re-awarded in 2003, 2006, 2009 and 2012.

The Assessor was impressed with our efforts and noted 'It is clear the provision of continuous learning and development for its people plays a major part in the organisation achieving its key business objectives and sustaining its excellent reputation and associated continuous success' and 'It was quite clear from the responses of all interviewees that they value the manner in which the organisation demonstrates its belief in supporting people. Without doubt it plays a major part in the achievement of the employee focussed goals and similarly is a factor in the declared willingness on the part of the vast majority of interviewees to go "above and beyond", "that extra mile" for the organisation'. Managers comments included: "We must constantly develop our staff to ensure we provide the best and most informed service at all times."

All staff interviewed as part of the assessment confirmed that their manager was actively supporting their development through reviews, briefings and on-the-job training. Staff comments included: "*I have undertaken training on diggers, dumpers, rollers, abrasive wheels and manual handling within the first five months of me being here*" and "*I am being sponsored by the Company to take a degree course at University*" and "*As I become more multi-skilled I can offer more support to the development of the Company*"

'Investors in People' sets out twelve criteria for training, which now form the basis of our training policy. The majority of training is in Health and Safety, however, professional skills and vocational training are also actively encouraged.

Employees can request training at any time by using a standardised form which is discussed with each employee annually in their Development Review. This form is then used to assess whether the proposed training is beneficial both to the Company and the individual, and *all* training is monitored and reviewed on completion, as well as evaluated over a period of time.

Development

Development Reviews are carried out annually and are used as an opportunity for us to review our greatest asset regularly and systematically. They form part of our strategy to achieve our Company objectives and involve a great deal of two-way communication between management and staff. Employees are encouraged to discuss ideas and suggestions for improvement at any time, but Development Reviews are an ideal opportunity to discuss more specific issues in a structured way, and set down future requirements in writing, thus allowing progress to be monitored more effectively.

The following schedules those Courses and respective Categories continually available to all our staff. Comprehensive documentation relating to named staff and their individual courses can be supplied upon request.

Accounts

AAT Level 3 & 4
 ACCA Parts 1 & 2
 CIS
 Inland Revenue Information Update
 Internal Accounts Training

Administration

Internal Business Administration Training
 Business Administration NVQ2 & 3 Induction
 Company & Safety Induction

IT

Web Page Design/Dreamweaver Conquest
 Word Processing Packages
 Microsoft Certified Systems Engineer
 Various Software Training

Legal

Internal Sub-Contract Forms of Contract Training
 Employment Law for Managers
 Contractual Awareness

Management

Training on Company Structure & Business Plan Implementation
 BTEC Certificate in Management
 Certificate in First Line Management
 CIPD
 Company Secretary
 Diploma in Management Studies
 Health & Safety Management
 Internal Management Training
 Marketing Certificate
 Understanding Business Functions
 Supply Chain Management
 Management Continued
 Site Management Training
 BSc (Hons) Building Management
 CIEH Professional Trainer

Management (Continued)

CPCS Validator
 CSCS OSAT NVQ 4 Construction Management
 CMI

Plant & Tools

360 Excavator 5T & 13T
 Cartridge Tools
 Cherry Picker (MEWP)
 Forward Tipping Dumper
 Abrasive Wheels
 Plant & Machinery Operations
 Ride on Roller
 Telescopic Forklift
 Power Tools
 Rough Terrain Forklift

Safety

Manual Handling
 Abrasive Wheels
 Scaffold Safety Inspection
 Cable Avoidance Tool & Genny
 Foundation Certificate in H&S
 Crane Appointed Person
 COSHH & Mechanical Plant
 CSCS H&S Test
 First Aid - Appointed person
 First Aid at Work & Refresher
 Foundation Certificate in Food Hygiene
 H&S Level 4
 NEBOSH Construction Certificate
 Net Inspection
 Risk Assessment
 Safe Use of Construction Hoists
 Scissor Lift Training
 Slinger Signaller
 Streetworks Operative
 Streetworks Supervisor
 Toolbox Talks
 Aluminium Tower Scaffold

Safety (Continued)

Asbestos Works
 Confined Space Entry & Exit
 Chainsaw Operations
 Crane Coordinator
 Management of Waste & Hazardous Substances
 Mobile Scaffold Towers
 PUWER/LOLER
 RIDDOR
 Working at Height
 Site Security
 Works Near Overhead Power

Technical

BTEC National Certificate in Construction
 Higher National Certificate in Construction (HNC)
 Internal Building Industry - Technical Trainee Scheme (BITTS)
 Programming & Planning Structures & Materials
 Eco Homes/ Sustainability
 In Touch With Timber
 BSc Surveying
 BSc Construction Management
 BSc Architectural Technician
 CIOB, RICS
 CSCS
 Easyplan Programming Software

Trades

Brickwork NVQ 2
 Carpentry NVQ 2 & 3
 Decorating NVQ 2
 Groundworks NVQ 2
 CSCS OSAT
 Plastering
 Wall Tiling

Signed:  Steve Phillips
 Position: Managing Director
 Westridge Construction Ltd

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