



Training Policy

Purpose of Training

The purpose of training is to equip people with the necessary skills, knowledge and attitudes to meet the organisation's needs in relation to its objectives. By investing in people through their training we ensure we harness their full potential and focus their energies on the needs of the organisation while fulfilling their need for personal development and job satisfaction.

Grade 1 Steel Erectors recognise that such development is a vital process for every employee at every level of the organisation. Training is seen as a necessary investment in order to develop employee skills and safety awareness.

Training is not a privilege to be granted or withheld from employees, but should be undertaken after a critical appraisal of the companies needs in relation to its objectives, while taking account of the realistic aspirations of our employees.

Responsibility for Training

The Management Team has a key role to play in training by;

1. Demonstrating a commitment to train and develop employees in relation to the organisation's objectives.
2. Ensuring that training and development plans are focused on the companies needs.
3. Ensuring training and development actions are evaluated in relation to skills gaps & regular activity with the benefits clearly identified.

Managers' and Supervisors' main areas of responsibility are to;

1. Induct new employees.
2. Identify training needs jointly with employees in relation to individual needs.
3. Formulate training plans in liaison with the employee representative.
4. Carry out on-the-job instruction and coaching.
5. Make all employees aware of training and development opportunities open to them, select employees for training and brief them.
6. Ensure that those who are trained share their learning with others wherever possible and appropriate.
7. Evaluate the effectiveness of training once given/received.

Equal Opportunities

Grade 1 Steel Erectors LTD is committed to ensuring equality of learning opportunity, hence no employee will be excluded from learning or training on the grounds of gender (including gender reassignment), age, marital status, disability, racial grounds (race, colour, nationality – including citizenship - ethnic or national origin), sexual orientation, religion or belief, responsibility for dependants, trade union membership or employment status. Part time and fixed term employees will have equal access to learning and development opportunities appropriate to their post.

Routes to Learning & Development

Options for learning & development may include;

- On the job learning including learning from other members of staff via job shadowing, mentoring, in house skill sharing, staff away days etc.
- Placements/visits to other organisations

- Attending internal or external training days/ workshops
- Attending conferences, forums
- An external course of study, web based learning/E-course or Self-directed study such as books, manuals, online information

Core Learning

There are specific areas of learning which are essential for all employees and cover a rolling programme of needs which have been identified as part of a continuous programme of learning and development. Core learning will therefore cover the following areas;

Induction

All new employees are given a timely programme of induction including introduction to all policies for the organisation. This is an essential part of staff learning and development, and integration into the working environment.

ICT (Information and Communication Technologies)

It is important that all employees are given opportunities to enhance their ICT skills base. The organisation is committed to ensuring that all employees have competent grounding in the use of ICT in the wider context of their professional roles. Employees are positively encouraged to become familiar with the extranet, internet, email other electronic facilities and computer software packages at their disposal. Initial information and training will be provided on commencement of the role or when any technology changes occur.

Recording, Monitoring & Evaluating Learning

The director is responsible for ensuring that a central record of employee learning is created and maintained, and that all learning and development activities are monitored and evaluated in terms of suitability, effectiveness and value for money.

Line Managers have responsibility for reporting on the effectiveness of any staff development programmes to the Director at the Senior Management Team meeting once a year.

Performance Management


Performance management is an on-going communication process, which involves both the line manager and their employee in:

- Identifying and describing essential job functions and relating them to the strategic and Operational objectives of the organisation.
- Developing realistic and appropriate performance standards
- Giving and receiving feedback about performance
- Participating in constructive performance appraisals
- Planning learning and development opportunities to sustain, improve or build on employee work performance.

Appraisals

Annual Appraisals are an essential component of Grade 1 Steel Erectors performance management framework and are supported by regular support and supervision sessions between line managers and their employees throughout the course of the year. The appraisal scheme allows for every employee to be formally appraised with their line manager through a structured discussion on work performance over the previous year and which, must also incorporate the employee’s learning and development needs for the following year.

It is an opportunity to build on strengths and address areas, which require support, thereby enhancing the potential skill base of the individual employee.

ISSUED BY	Gary Parkinson	SIGNED	
POSITION	Director	DATED	20-02-2019