



# **Training & Development Policy 2024 - 2025**

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## **1.0 Introduction**

1.1 SG Civil Engineering Ltd ('The Company') is committed to developing a culture of continuous learning and development, among all its workers, which enable them to be suitably knowledgeable and skilled to carry out their role within the Company and to develop their talents in ways that fit with the Company's development to meet its overall strategic objectives.

1.2 The Company recognises that the training, education and development of its employees and workers are essential to develop their talents which allows for the Company to build an innovative and dynamic organisation to deliver a high quality service to the Clients.

1.3 The Company is therefore committed to providing a wide range of opportunities to enable its employees and workers to acquire the skills, knowledge, and qualifications necessary to perform in a professional efficient and effective manner within the workplace to deliver the standard of services required.

1.4 We recognise the importance of health, safety, and environmental training at all levels to prevent an incident or occupational illness from occurring.

1.5 As a Company, we will bring this policy to the attention of all workers and other interested parties and it will be reviewed on a regular basis, no less frequently than annually.

## **2.0 Aim**

2.1 The overall aim of the policy is to;

- Provide training and development opportunities which fulfil the requirements of the Company in achieving its overall business objectives.
- Ensure that the Company has trained, qualified, experienced workers to deliver the Company standards efficiently and effectively.
- Provide development opportunities, which enable Company workers to acquire the skills to keep pace with business change and to meet their continuing personnel, professional and career development needs.
- Utilise fully the capabilities of workers to sustain a committed, competent, and motivated workforce.

## **3.0 Principles of the Policy**

3.1 Training and development can be defined as '*.....any activity designed to help individuals become more effective at their work by improving, updating, or refining their knowledge and skills*'.

3.2 The Company believes that training and development is a continuous process. There is an expectation that employees and workers will keep abreast of developments within their own area of expertise.

3.3 In addition the Company will monitor and evaluate the training and development activity to review that expectations were achieved and where required improve the provision. All workers are expected to participate in the evaluation of training and development.

## **4.0 Responsibilities**

4.1 The responsibility for identifying the specific training and development needs for individuals will be with the Operations Director who will discuss the requirements with the employee or worker. The Company will encourage and support appropriate training and development in line with both project and individual requirements where on agreement reasonable time and financial support may be allocated.

4.2 The Operations Director is responsible for providing support and guidance in relation to the training and development of individuals, particularly in relation to the identification of specific training needs and ensuring that appropriate action is taken as a result.

4.3 It is the expectation that all workers take ownership and responsibility for their personal development in relation to their work, this includes the expiry of qualifications.

4.4 The Company Main Office will facilitate and resource the training and development requirements which will include;

- The provision of the tools to support training and development;
- In conjunction with the Operations Director, advise and encourage individuals on training and development matters;
- Coordinating and source the required training needs and recommending potential development solutions;
- Managing the training and development budget and ensuring consistency of allocation of costs to specific projects etc;
- Maintain a register of all training qualifications which is to be reviewed on a regular basis to ensure it remains in date;
- The provision of feedback to training providers on the effectiveness of the course to improve future development solutions.

## **5.0 Equal Opportunities**

5.1 The Company recognises equality of opportunity for advancement and that all workers should be hired, developed, and promoted on the basis of their merit.

5.2 In promoting these principles the Company will provide, training which will highlight and promote equality of opportunity. It will make development activities accessible through a variety of media, including open learning and technology based training approaches.

## **6.0 Training & Development Opportunities**

6.1 The Company will provide a range of training and development opportunities for workers which includes;

- Training relating to the enhancement of additional skills for a job current role which may include technical or specialist training relating to the specific skills required for the individual role;
- Management training, including supervisory skills and leadership development programmes.

## **7.0 Induction Training**

7.1 As part of the integration into the working environment of the Company all new workers shall undergo a programme of induction which shall include an introduction to all policies for the Company.

7.2 In addition to the Company Induction, each worker must undertake the Principal Contractors project specific induction training prior to commencing any works on said project.

## **8.0 Planning of Training & Development**

8.1 All training initiatives will be planned following, the outcome of a training needs analysis. In addition, the Company is committed to reviewing specific training initiatives so that relevant training and development is provided for skills in specific job areas, where work procedures have changed or where new standards are introduced through legislative changes.

8.2 All Company training and development objectives are to be aligned to the overall strategic objectives and priorities, this will be the direction of the Operations Director.

## **9.0 Access to Training & Development**

9.1 The Company will support various types of training and development required for the specific roles; this will depend certain factors prior to approval which include;

- The overall relevance of the training in line with the Company's overall specific requirements;
- The financial cost of the specific training request;
- A review of the amount of work (lost) time required to complete the training;
- Availability of funds in the project budget.

## **10.0 General Conditions**

10.1 It is the expectation that where training has been provided by the Company the individuals will attend and work to their best endeavours on the course to ensure a successful outcome.

10.2 Where a worker or operative requires accommodation this is to be arranged through the Main Office who will source the best available within budgetary requirements.

10.3 If a worker incurs or is likely to incur any additional expenses (Examination Fees etc) these are to be agreed with the Main Office prior to attendance on the training or development course.

10.4 Workers are required to sign a training agreement such that if they leave the company within 12 months of completion of the training, they will repay 100% of the cost of the training. When attending training paid for by the company, the worker will be paid their usual daily rate for the duration of the training, and we reserve the right to recoup this too should the worker leave within the 12 months.

10.5 If the worker fails to attend the training without prior notice or fails the course then they may be liable for all costs incurred. A minimum of 1 weeks' notice, prior to the start date of any training must be given to allow for 'no fee cancellation' or time to arrange a replacement candidate.



S Gallagher  
Operations Director  
SG Civil Engineering Ltd

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