



# **Itus Protection Limited**

## **Training and Development Policy**

### **Our contact details**

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### **Training and Development Policy**

#### **1. Introduction**

Itus Protection Limited is committed to providing comprehensive training and development opportunities for all employees to enhance their skills, knowledge, and capabilities in the security industry. This Training and Development Policy outlines our approach to training, including the

identification of training needs, the provision of training programs, and support for ongoing professional development.

#### **2. Objectives**

To ensure that all employees receive the necessary training and support to perform their roles effectively and safely.

To enhance employee skills, knowledge, and competencies in line with industry standards and best practices.

To foster a culture of continuous learning and development within the organization, encouraging employees to take ownership of their professional growth.

#### **3. Training Needs Assessment**

Prior to employment and periodically thereafter, employees' training needs shall be assessed based on their roles, responsibilities, and skill levels.

Training needs assessments may include performance reviews, job evaluations, feedback from supervisors, and analysis of industry trends and requirements.

#### 4. Training Programs

Itus Protection Limited shall provide a range of training programs to meet the diverse needs of employees, including:

**Induction Training:** Introduction to company policies, procedures, and expectations for new employees.

**Job-Specific Training:** Training tailored to the specific roles and responsibilities of each employee, including security procedures, emergency response protocols, and use of equipment.

**Continuous Professional Development (CPD):** Ongoing training opportunities to enhance skills, knowledge, and competencies in areas such as conflict resolution, first aid, customer service, and leadership.

Training programs may be delivered through a variety of methods, including classroom-based instruction, online learning modules, workshops, seminars, and practical exercises.

#### 5. Training Delivery

Training shall be delivered by qualified instructors or trainers with expertise in the subject matter.

Training sessions shall be interactive, engaging, and designed to accommodate different learning styles and preferences.

Where applicable, training shall be conducted in accordance with industry standards and certification requirements, such as those set by the Security Industry Authority (SIA) in the UK.

#### 6. Training Evaluation

The effectiveness of training programs shall be evaluated through feedback from participants, assessments of learning outcomes, and observations of performance on the job.

Feedback from employees and supervisors shall be used to identify areas for improvement and inform future training initiatives.

#### 7. Support for Professional Development

Itus Protection Limited shall support employees' professional development by providing opportunities for further education, training, and certification relevant to their roles and career aspirations.

Employees may be eligible for financial assistance, study leave, or other forms of support to pursue professional qualifications or accreditation in the security industry.

#### 8. Training Records

Itus Protection Limited shall maintain accurate records of employee training and development activities, including attendance records, course evaluations, and certifications achieved.

Training records shall be kept confidential and securely stored in accordance with data protection regulations.

#### 9. Review and Update

This Training and Development Policy shall be reviewed periodically to ensure it remains accurate, relevant, and effective in meeting the needs of employees and the organization.

Changes may be made to the policy as necessary to reflect changes in industry standards, regulatory requirements, or business priorities.

## Conclusion

By providing comprehensive training and development opportunities, Itus Protection Limited can empower employees to excel in their roles, contribute to the success of the organization, and enhance the quality of service provided to clients. -----  
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