
Training & Competence Policy

Induction and Initial Training

Ascent Fire is committed to ensuring that all employees are competent to perform their roles safely and effectively. A structured induction and initial training programme is implemented to provide employees with the knowledge and skills required for their duties.

Our induction programme typically spans one week and covers job-specific requirements, health and safety, quality management, and environmental awareness. Where applicable, employees will also receive contract-specific training and refresher instruction on relevant fire safety systems.

Training is delivered using a variety of methods to support different learning styles, including:

- **Practical demonstrations** – safe use of equipment and standard maintenance procedures demonstrated by competent personnel.
- **Presentations and briefings** – covering health and safety, environmental responsibilities, and role-specific requirements, supported by open discussion.
- **Supervised observation (shadowing)** – employees observe experienced engineers before undertaking tasks under supervision to ensure competence.
- **Documented procedures** – all employees are provided with access to a staff handbook outlining company processes and standards.

All training is coordinated and recorded to ensure traceability and compliance. A training matrix is maintained to monitor training completion, identify competency gaps, and schedule refresher training at appropriate intervals. This system also ensures that all certifications and qualifications remain valid and up to date.

Where new systems, equipment, or technologies are introduced, employees will receive appropriate external training from manufacturers or approved providers. This is supported by internal training to ensure full understanding and consistent application.

Management and Supervisory Training

Ascent Fire ensures that its management and supervisory personnel are suitably trained and competent. Many members of the management team have progressed internally, supported by the organisation's commitment to professional development.

(continued)

In addition to technical competence, management training includes:

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Ascent Fire Ltd

- Project planning and process management
- Quality inspections and audit procedures
- Effective communication and team leadership
- Incident reporting and continuous improvement planning
- Preparation and implementation of Risk Assessments and Method Statements (RAMS)
- Resource planning and allocation

This ensures that managers are equipped to provide effective supervision, support, and ongoing development for their teams.

Continuous Professional Development

Ascent Fire is committed to the continual development of its workforce. Employees are supported in achieving their career goals through structured development opportunities and training programmes.

All employees participate in regular performance reviews, including an annual appraisal, during which training needs, development opportunities, and performance improvements are identified. These reviews provide a structured approach to enhancing skills, addressing gaps, and supporting career progression.

The organisation promotes internal development wherever possible, enabling employees to progress into supervisory and management roles, thereby retaining knowledge and strengthening organisational capability.

This policy is regularly reviewed to ensure its continued suitability, effectiveness, and alignment with legal requirements and industry standards.

Signature: *Brian Pickering*
Position: Director
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