

TRAINING

Aim of the Procedure

The aim of the procedure is to define the responsibilities of managers and employees with respect to training and to highlight the key elements of the training policy in order to ensure that appropriately trained resources are available to realise the company's processes.

Responsibilities

It is the responsibility of the managers and all employees to identify training needs and arrange the training of the employees that they are responsible for.

Basic Principles

New Employees

On day one of their employment it is the responsibility of the senior management to ensure that all new employees begin the induction process.

Probationary Period

All new employees undergo a six-month probationary period where they are trained in the basic skills required for their job. During this period, it is their manager's responsibility to ensure that the personnel training record is completed as the employee progresses. Office Administration manages the records which are published to SharePoint.

Further Training

Where further training becomes necessary to achieve the aims of the company this will be identified by employees and/or their manager and finally approved by Human Resources.

Assessments

All employees are assessed on a regular basis by their immediate supervisor and the effectiveness of their training and performance established.

Procedures

Induction Training –

All new employees are started on a 6 month probationary period. During this time the employee's progress is monitored by his/her supervisor and, where applicable, the record of training is completed. During the probationary period the main method of learning is on the job, during which employees are introduced to the necessary working practices and quality procedures.

Identification of Needs

The managers and supervisors are required to carry out a periodic assessment and record any training requirements in the employees training record.

Meeting the Needs

After identifying training needs the manager organises the appropriate training. For external training this is done in conjunction with the employee's supervisor. This requires the supervisor to identify particular objectives for the trainee and review the training after 3 months.

Review of the Training

On the review date the manager/supervisor meets with the trainee and determines if the objectives have been met and whether further training is required.

Training Records

Training records consist of an induction record, skills matrix, require skills matrix and individual training records. These are held on the company SharePoint system and have restricted access.

Related Documents

Induction process
Skills Matrix

Individual Training Records
HR Procedures

Document History

October 2016 Initial Draft

February 2019 New branding