

## **Training and Development Policy**

### **1. Purpose and Scope**

SKW Construction Ltd is committed to ensuring that all staff have access to learning, development and training opportunities 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 strategic objectives. SKW Construction Ltd considers it appropriate to base training and development opportunities on the requirements of the business. Therefore, decisions about investment in staff training and development will always be made having regard to the needs of the business as well as the staff member's individual needs.

The Company regularly reviews its level of investment in staff training and development to ensure not only that adequate resources are being provided but also that training and development activity is delivering a benefit to both the staff member and the business.

SKW Construction Ltd aims to ensure that:

- Each member of staff understands what his or her work role involves
- Each person is developed as appropriate, to enable them to achieve their work objectives
- Staff are prepared and equipped to deal with changes in the business.

SKW Construction Ltd believes that effective training and development benefits the individual and the company as a whole and contributes to the achievement of SKW Construction Limited's business objectives. These benefits include:

- High standards of work performance
- Greater understanding and appreciation of factors affecting work performance
- Sharing ideas and dissemination of good practice
- Effective management and implementation of change
- Building strong and effective teams
- Increased motivation and job satisfaction for individuals
- Professional development
- Greater understanding of SKW Construction Ltd business

This policy applies to SKW Construction Ltd staff members. However, SKW Construction Ltd will offer relevant development opportunities to freelance and independent contractors working with the Company as appropriate.

## 2. Aims

The main aims of this policy are to:

- Ensure that staff members are supported and enabled to meet the changing demands of the Company and to achieve its strategic objectives
- Facilitate staff member development and/or personal development through assisting staff members to broaden, deepen and thereby further enhance their existing skill base
- Provide a working environment where continuous learning and development takes place to help staff in their roles, increase motivation and enhance staff retention

## 3. Induction

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

An effective induction process is important for settling new members of staff into SKW Construction Ltd and ensuring the smooth transition of those who move to roles in other departments/teams. It involves both ensuring that the person has the necessary skills and knowledge to perform their role effectively and familiarising them with the detail of the work that they will be performing. The Line Manager is responsible for monitoring the progress of the new member of staff, and for ensuring that any development needs are identified and met.

## 4. ICT (Information and Communication Technologies)

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

## 5. Healthy and Safety

All staff members receive general Health and Safety training, and where applicable job specific training.

## 6. Access to training and development

The extent to which a training and development activity can be supported by SKW Construction Ltd will depend on many factors including:

- The relevance of the development need to achieving the strategic plan
- Financial costs
- Hidden costs – including, for example, the amount of work time required to complete the development activity
- Any additional cover required and the impact on colleagues
- The amount of development support that it is reasonable for any one member of staff to undertake in each period
- Availability of funds in the training and development budget
- Parity with similar applications.

#### 7. Recording, Monitoring and Evaluating learning

The Senior management team is responsible for ensuring that a central record of staff member 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 must update the senior management team regularly about any training activities that their team members have participated in during the previous month.

All training attended will be recorded along with costs, including, for example; travel subsistence and expenses.

#### 8. Evaluation

Training and development activities will be evaluated, in respect of their effectiveness from both a Company and a personal perspective.

#### 9. Review

This policy will be reviewed and updated by SKW Construction Limited as required in line with best practice and current legislation.

Authorised by: Samantha Stephenson



Position: Director

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