

Training and Development Policy

Introduction

ABCA Systems Ltd. recognises the importance of having a skilled workforce in order to achieve strategic and operational plans and is committed to providing an environment that is conducive to effective performance and promotes training and development opportunities for all staff.

Aim

The aim of this Policy is to provide a framework for training and development that ensures staff have necessary competencies to deliver on ABCA Systems Ltd strategic and operational plans.

Scope

The scope of this policy relates to the Training and Development of all ABCA Systems Ltd. staff.

Staff Development

Staff development, which includes all aspects of training, is one of the elements of ABCA Systems Ltd.'s overarching Human Resources Strategy. The aim of this strategy and its supporting policies and procedures is to provide a working environment in which staff are able to maximise their performance, commitment and contribution to the aims of ABCA Systems Ltd.

Staff development is the term used to include all activities, which are undertaken by and for staff in order to maintain, update and enhance their work related knowledge, skills and capabilities.

The Purpose of Staff Development

The purpose of staff development and the Training & Development Policy is to link staff, their performance and development to the achievement of ABCA Systems Ltd.'s operational and strategic objectives and its commitment to continuous improvement and excellence.

iHASCO Training

All employees are required to complete iHASCO training upon commencing employment and once iHASCO training expires. This is a mandatory requirement. Your iHASCO courses will be allocate dependant on your job role.

Health and Safety Training

All employees will be given health and safety training upon starting employment or receiving inductions at new premises. This will include a site briefing in which the fire escapes, fire extinguishers, first aid kits will be identified and the evacuation and first aid procedures will be explained.

Employees will also receive job specific health and safety training including Display Screen Equipment workstation assessments and manual handling. Engineers will be enrolled onto CSCS course, asbestos awareness, driver awareness, manual handling, IPAF, PASMA and Safe Working at Heights, where applicable. Senior level supervisors and managers will be enrolled onto SMSTS or SSSTS courses.

Nominated first aiders will receive training from external training providers and will receive refresher training annually.

Guiding Principles

The following principles guide the Training & Development Policy and apply to all aspects of staff development and training activity delivered both centrally and by individual support areas. There is an institutional commitment to staff development and training.

All employees regardless of age, grade, gender, disability or ethnic background or nature of their contract of employment are expected to undertake staff development and training, which is viewed as a continuous process throughout employment. All employees will also be given key stage 2 literacy and numeracy training.

Staff are required to assume responsibility for their own development and training, which includes both participation in planned activities and making use of opportunities to learn when they are presented.

Staff development and training is an obligation for line managers who are responsible for identifying individual training and development needs and supporting and encouraging staff.

Formal processes, induction, appraisal and training needs analysis are used at the individual level and staff development and training planning takes place at the institutional level.

Accountability for staff development and training rests with management at every level.

Staff development and training provision will be evaluated and reviewed to ensure that it is adequate, relevant, and effective and provides value for money.

In order to achieve these aims, ABCA Systems Ltd undertakes to:

- Conduct annual appraisal with employees.
- Identify staff training and development needs in the light of, for example, statutory requirements, and necessary standards of competence, innovation, and personal aspirations.
- Employ apprentices and support them throughout the learning process.
- Set annual priorities in the light of these needs, given budgetary constraints.
- Provide appropriate and high quality induction training and development programmes for all staff groups, which may be delivered within departments or centrally.
- Ensure that all staff are informed of these.
- Monitor and evaluate the effectiveness of induction, training and development programmes with a view to continued improvement.
- Keep a record of the training received by each member of staff.