

Training & Development Policy

Policy Statement

F H Harvey & Sons is fully committed to ensuring that all employees have the relevant knowledge, skills and expertise to perform their work to consistently high standards and to achieve their full potential. We recognise that the training and development of our employees is fundamental to the improvement of our operational performance and the achievement of company strategy and goals. F H Harvey & Sons will therefore strive to make training and development an integral part of our operations and to follow a continuous process of appraisal, training and development.

Scope

This policy applies to all employees of F H Harvey & Sons. The policy applies equally to all employees irrespective of their employment status, function, grade or location.

In accordance with the company's Equal Opportunities Policy, all employees are treated equally in the provision of training and development opportunities and are provided with equal access to training and development opportunities relevant to their needs.

Responsibilities

It is the responsibility of the HR Manager to:

- identify and consider training and development as an integral part of the strategic planning process;
- provide adequate resources for training and development across the company;
- evaluate the efficiency and effectiveness of training and development;
- monitor the efficiency and effectiveness of this policy.

It is the responsibility of Managers/Supervisors to:

- ensure that the training and development needs of all employees are assessed and provided for in accordance with this policy;
- agree and provide appropriate and cost effective training and development solutions.

All employees are responsible for:

- identifying their own training and development needs and bringing these to the attention of their Manager/Supervisor;
- undertaking training and development activities which will enable them to perform their work efficiently and effectively;
- managing their own learning and professional updating.

Review and monitoring

Overall responsibility for the operation of this policy lies with the HR Manager. The effectiveness of the policy will be monitored by the Company Directors in conjunction with the HR Manager.

Training and development needs

Training and development will be provided only where needs exist.

Managers/Supervisors will identify the training needs of their employees. Training and development needs, once identified will be collated centrally and priorities assessed.

All training and development activities must be approved in writing, in advance by a Manager/Supervisor.

Attendance on external training and development courses, including day release courses, requires further written approval, in advance, by the HR Manager/Contracts Manager. Application forms are available from the office on request.

Budgetary Control.

The Director will determine the annual budget available and formulate a strategy for the deployment and expenditure of available resources.

Induction

All new entrants to the company will receive appropriate induction training. Staff transferring within the company will be provided with an appropriate local induction, which will include the identification of appropriate training and development needs.

Health and safety training

All employees will be given adequate health and safety training, including information on emergency procedures, before they start work. The need for health and safety training will be reassessed on a regular basis and in particular when there has been a change in operating procedures. Retraining and/or refresher training will be provided whenever necessary.

Evaluating training and development

All training and development activities will be evaluated.

At company level, the HR Manager will be responsible for evaluating all training and development activities against the company's strategy and goals on an annual basis.

At local level, Managers/Supervisors will validate and evaluate training and development activities on an ongoing basis, to ensure their relevance, added value and best practice.