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NORWOOD UK

Training Policy

TRAINING POLICY

Training Policy Statement

Norwood UK recognises that Training & Development of Management & Staff are a major priority. Internal processes are designed to meet its needs as an employer, to satisfy identified organisational requirements & to fulfil the needs of the individual.

The aims of training are to ensure that all employees are given the necessary help to develop the knowledge, skills & attitude required to carry out their jobs efficiently & to provide every opportunity for career development.

The responsibility for the strategic planning for training & development lies with the Managing Director, HR and Line Managers and that they shall provide adequate resources & facilities to ensure that the commitments stated in this policy are met.

Commitment to Training & Development:

Company Strategy: is to secure an ability-based workforce where the decision to employ is based upon the philosophy of “the best person for the job” & on individuals meeting the requirements of the job criteria. Progression & development is based on merit & wherever possible being given the help needed to attain their full potential to the benefit of the company & themselves.

Focus: to create a workforce which is capable of meeting new challenges, is skilled & competent in all aspects & motivated to strive toward the companies objectives & targets.

Induction Training: is given to all new employees to familiarise them with the policies, procedures, practices & to illustrate their role, responsibilities & position within the company.

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Process Training: individual training, both internal & external as required is conducted for all employees to give basic knowledge required. On-going training is conducted as the individual's skills & experience develop.

Health, Safety & Equal Opportunities: the policies & procedures implemented are designed to protect both the company & the individuals for legal obligations & company requirements. All employees are trained in these aspects through the induction process, policies & procedures.

Continuous Training & Development: employees are seen as its greatest asset & helping them to develop is crucial to the achievement of the organisations goals. They are expected to take responsibility for their individual effectiveness, personal & career development, so all training practices & procedures endeavour to support the individual to achieve these goals.

Personal Development: appropriate, job related further education is considered an important element of career development & as an asset to the company. Employees are encouraged to make full use of internal & external resources available.

Individual Training Records: are maintained for all training & personal development to indicate the achievement of progress, objectives & to assist in the identification of further training needs.

Training Needs: are reviewed annually through the Management Review & on an on-going basis by the Managing Director, HR & Line Managers. They are identified at the recruitment, induction, appraisal or promotion stages. The needs are identified as both statutory & key areas of work which could be assisted by training & development. It is also a means for an employee to develop & to improve their performance & professionalism within the organisation.

Signed for and on behalf of the company

A handwritten signature in blue ink, appearing to read 'Jo Shuttlewood'.

Jo Shuttlewood – HR Director