

Training and Development Policy

Lift Specialists Ltd is committed to the training and development of all employees in line with their job role and company objectives, ensuring mandatory and legislative training is completed as a minimum. We will take action to train and develop individuals from time of their recruitment and throughout their period of employment with the Company.

It is our policy that training and development activities will be available to all employees regardless of job role, working hours, race, national origin, religion or belief, gender, sexual orientation, gender reassignment, age, marital or civil partnership status, working patterns, disability, offending background or any other irrelevant criteria.

Where possible, we will seek to encourage employees to undertake training which will enhance their personal development and potential. In doing this, we will review any business training and development needs and ensure that we plan for and prioritise these within resources available to us, and enable our employees to work professionally within our field.

Prior to undertaking training, employees will be made aware of why the training is necessary and what the expected results will be from the training. Employees are expected to participate in the evaluation of any training they undertake to make sure it is meeting both their and the organisation's needs.

Procedure

We will:

- Regularly review overall Training and Development needs in light of any changes to our business objectives and changes, as well as specific requirements under Health and Safety legislation to ensure full competency in specified activities. Lift Specialists Ltd review all Training and Development need by way of their Training Matrix which is treated as a live document and continually updated.
- Encourage and support the learning process through discussion with individuals.
- Consult employees regarding their own training concerns.
- Allocate adequate resources within the Business Plan to meet the Training and Development needs of individuals and the organisation.
- Set targets and standards for learning activities and evaluate the results at individual, team and company level.
- Encourage employees to obtain formal qualifications and professional body memberships, as appropriate.

Training Costs

We class training as an investment in our staff. We consider it is therefore fair to request a reasonable amount of time service from the employee following completion of a training/learning activity.

An employee may be required to sign an undertaking to reimburse the company for all, or part of, the cost of any training programme that represents a major investment by the organisation, should the employee leave the company within a certain timescale as follows

- Within one year – full amount of the total training costs
- Between 12-36 months – 50% of the total training costs