

Enterprise Services	
Training and Development Policy	Issue date: March 2022

Overview

Enterprise Services places a high priority on all facets of employee training, in particular workplace competencies and safe work practices. This procedure aims to ensure that all employees undertake training and development activities that promote competent performance within the business.

Purpose

The purpose of this policy is to affirm Enterprise Services' commitment to ensuring that each employee has opportunity to reach full potential through the development of skills and knowledge acquired in training.

All employees of Enterprise Services are to participate in training and development activities that are deemed mandatory and also the training and development activities which have been identified as integral to their role.

Organisational Scope

This policy applies to all Enterprise Services employees.

Policy Statement

- Training plans should be integrated with and support the achievement of business and human resources strategies of our company.
- Enterprise Services will ensure that all staff receives an adequate induction to our company and the site in which they will work in order to enable them to carry out their duties in a safe and effective manner.
- Following completion of the employees' probationary period, training should always be performance related and designed to achieve specified improvements in corporate and individual performance.
- All training and development plans shall be produced and implemented with reference to Position Descriptions.
- While Enterprise Services is prepared to invest training and to provide appropriate training opportunities and facilities, the prime responsibility for development, rests with the individual, who will be given the to the employee.

Procedure

The training and development that will be offered by Enterprise Services must be systematic in that it will follow the Training Needs Analysis updated annually. Skills audits will result in identification of gaps in training requirements and will identify the most cost effective means of meeting those requirements.

Responsibility for Training and Development

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Enterprise Services is prepared to invest in training and provide appropriate training opportunities and facilities but the prime responsibility for development rests with the individual who will be provided with appropriate support and guidance from Senior Management