

1.0 OVERVIEW

Design4Structures (D4S) recognises the contribution its employees make to the Company's success. The Company is committed to enabling staff to fully develop within their role and achieve the highest possible standards through its staff training and development activities.

2.0 PURPOSE

This Training and Development Policy has been developed in line with D4S's overall vision and strategy and reflects a belief in the need to improve all permanent and temporary employees, whether employed on a full-time or part-time basis.

It is based on the principles that the Company:

- views its workforce as an asset as well as a cost, and believes that it should invest in that asset;
- believes that its employees have the potential to grow and develop, and it shall endeavour to provide opportunities for this growth;
- shall base decisions on training and development opportunities on the requirements of the business;
- shall ensure that appropriate procedures are in place to plan, deliver and evaluate its training and development activity;
- believes that line managers have a crucial role to play in staff training and development;
- regularly reviews its overall level of investment in staff training and development to ensure that adequate and appropriate resources are provided.

3.0 RESPONSIBILITY

The responsibility for implementing training and development initiatives rests primarily with employees and line managers. Subject to budgetary constraints and the needs of the business, employees should normally discuss development needs as part of the agile performance review process

Line managers have a responsibility to monitor and evaluate the effectiveness of training and development initiatives undertaken by employees.

The Company must ensure that the resources invested in training and development activities are monitored and the outcomes achieved by employees are measured. The Company uses its

evaluation findings for future business planning and the planning of continued investment in staff training and development.

Decisions relating to training and development should be made fairly and consistently, and equality of opportunity should be provided for all staff in this area

4.0 DATA RECORDING


Following a performance review discussion, a copy of the agreed personal development plan will be placed in the employee's personnel file. This information is collated annually to form the basis of the Company's Training and Development Plan. All training attended by staff will be recorded by the HR Representative. On completion of any internal or external course the employee will complete a course evaluation form and return it to the HR Representative. Regular analysis of training evaluation forms will be undertaken by the HR Representative.

5.0 DATA PROTECTION

In managing an employee's training and development, the Company processes personal data collected in accordance with its Data Protection Policy. Data collected as part of the implementation of this Training and Development Policy is held securely and accessed by individuals only for the purposes of managing training and development activities within the Company.

6.0 PROCEDURE/PROCESSES

Supporting procedures/processes are available in SharePoint; conducted within the Employee Handbook.

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