
Training & Assessment Policy

Signed: 

Name: **Adrian Cook**

Position in Company: **Director**

Date: **10th April 2011**

This organisation recognises that its most important resource is its employees and so shall be committed to the training and development of its entire workforce so that they shall gain the necessary skills to reach their full potential.

This shall assist in enabling the organisation to achieve its aims and objectives in providing the very best landscaping and tree care services through a well trained and supported working team.

All staff shall receive appropriate training from a competent person for the tasks they are expected to perform in their day to day work and shall be independently assessed for a certificate of competence where such is available. Certificates of competence in the use of chainsaws and for work at height are mandatory.

By increasing the skills and knowledge of its staff the organisation shall produce confident, highly qualified staff working as an effective and efficient team.

Individual training and development needs shall be identified through:

- A training needs analysis process during the induction of a new employee
- Annual performance appraisals
- Requests from employees

The training and development needs identified shall be met through a variety of activities depending on the nature and extent of the requirements deemed necessary after assessment.

- All internal training provided by the organisation shall be of no cost to the employee
- External courses and professional qualifications may be fully or partly funded by the organisation depending on the nature of the training

Employees shall be responsible for their own development and as such may inform the organisation of their development needs and take part in prescribed development activities.

As part of the organisation's continuing commitment to training and development, employees shall be asked to provide feedback on the value and effectiveness of the training and development they undertake. This information shall be used to assess and improve the training process.

This policy is in line with our equal opportunities policy and this organisation is an equal opportunities employer.