

Training Policy Statement

2021-22

Introduction

Longworth are committed to ensuring all of our employees receive adequate training in order to be able to carry out their duties safely and competently. We regularly review employee training needs with personal development planning sessions and company wide reviews.

Purpose

The purpose of this policy is to reinforce our approach to training our employees in order to achieve the best outcome for the business and all our stakeholders. We commit to ensuring our employees are competent and experienced as necessary within their role by consulting with employees and managers as standard.

Scope

The scope of this policy covers all aspects of business carried out by Longworth and its employees. We will work closely with our supply chain to ensure the highest quality of training is provided to ensure the best quality and safest practice is implemented.

Responsibility

The board of directors take responsibility for ensuring the business operates in line with this policy and commits to taking appropriate action where necessary.

We start the process by providing induction training to new employees and continue with an ongoing professional development programme for each employee. We regularly review the training opportunities available to our employees and encourage everyone to take up further training above and beyond required training.

Various stages of training review at Longworth include:

- Induction training
- Individual performance and development reviews
- Through various CPD sessions
- Project specific training
- Toolbox talks
- On the job training/shadowing
- Mentoring and coaching
- Familiarisation training
- During meetings
- Off the job training (both external and internal training)

Longworth have a legal duty to ensure employees are competent to safely carry out their role, employees have a duty to cooperate with their employer with regards to health and safety, and this includes attending training sessions.

Where an individual feels they need further training they are encouraged to speak to their line manager and a review will be undertaken in relation to company and individual training requirements. The company will

not ask employees to carry out roles outside of their competencies without support and guidance as a learning and development opportunity.



Paul Smith
Managing Director

Date: 1st December 2021

Scheduled Review Date: 30th November 2022