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Erith Training & Development Policy

Introduction

Erith is committed to ensuring that all staff have the relevant skills, knowledge and expertise to perform their work to consistently high standards. Erith recognises that the training and development of its staff is a continuous process which is fundamental to the improvement of Erith's operational performance. Understanding training requirements vary considerably across Erith, this policy sets out the importance of identifying and implementing training using an employee Training and Development (T&D) plan.

Scope

This policy applies to all Erith employees. The employee T&D plan is open to all Erith employees irrespective of the level of learning ability. It is designed to upskill those wishing to do so or where it is necessary for the needs of the business.

Aim

The aim of this policy is to ensure Erith understand the requirements set in place to enable the workforce to consistently operate safely, effectively and efficiently within their respective roles whilst complying with current legislation.

Purpose

The purpose of training and development is to identify the requisite training requirement and assure all staff are competent for their role; ensuring they have the skillset, practical ability, knowledge and attitude to carry out their role safely. This will be achieved by the following:

- Identify requisite training requirements throughout Erith
- Develop an employee Training & Development plan and record on an Annual Training Plan
- Monitor training requirements through an Annual Training Plan and the training matrix
- Improve knowledge and skill of the employee to perform their role effectively
- Provide employees with opportunity to develop and ensure sufficient support mechanisms are in place to ensure they are the best they can be
- Improve employee engagement and morale by encouraging continuous learning and development

Delivering a clear and succinct T&D plan will ensure the employees of Erith adhere and comply with the latest practices and procedures. It will instil confidence in both the workforce and senior management teams and will ensure:

- High standards of work and performance
- Promote a good safety culture
- Reduction in accidents, incidents and near misses
- Enhanced employee satisfaction and retention
- Staff cohesion
- Increase in productivity
- Motivation and job satisfaction
- Reduction in employee turnover

Training and Assessment

The Erith training and development requirements vary from academic to vocational courses and are delivered through methods that range from toolbox talks and half day awareness courses to higher apprenticeships and degree level courses. Courses are accredited through several different schemes depending on the type of training and level of training required. Some courses require additional assessments which are carried out in the workplace in line with national occupational standards.

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- Induction training – All new members of staff are given an Erith induction which must be completed at the earliest opportunity. Site personnel will be given a site-specific induction relevant to the specific project allocation.
- Continuous Professional Development (CPD) – Erith encourage and support individuals with completing their own CPD. This must be relevant and sufficient for the role they are in and in line with any professional institutions or bodies they are affiliated or members of.

Coaching and Mentoring

Erith takes a positive view of ensuring that its employees are given the adequate support in the workplace; coaching and mentoring is carried out by experienced operatives, site supervisors and managers in a controlled environment to enable the individuals to progress in their role.

Training Need Analysis

Training Need Analysis (TNA) and gap analysis will be developed in all divisional areas dependant on the scope of works of each project and continuously monitored and reviewed by divisional training coordinators, management and senior management using their ATP. Shortfalls and additional requirements will be identified and directed to Erith's training coordinator and given targeted training to eliminate the gap. Senior management are responsible for ongoing training needs analysis of their respective division.

Training coordination

Each division within Erith has a minimum of one appointed training coordinator. The coordinator will be responsible for maintaining and updating the ATP or training matrix for their respective division. Requisite or specific site training requirements will be directed to Erith's training coordinator using the training request procedures. Senior management will determine whether an Erith employee is required to complete a training reimbursement form.

Information Management System procedure 8 Recruitment, Training and Development

Erith's Information Management System (IMS) procedure 8 sets out the roles and responsibilities for Recruitment, Training, and Development of its employees. This document can be found on Ezone under IMS procedures, procedure 8. See below for an overview of the document:

- Recruitment – Recruitment carried out in line with critical and specific requirements and ensure that competency requirements are identified. New starters are required to be adequately trained for their roles which is to include the requisite training requirements at the earliest opportunity in line with the time frames set out in the IMS procedure 8
- Training – Induction training, TNA, training provision, competency assessment and training records are controlled by the line management and training coordinators
- Development – The development needs of employees are identified and encouraged by line managers to ensure individuals are continually being the best they can be.

Signed for and on behalf of the Executive Board:



Steven Darsey
Company Chairman
25/09/2023