

FITZGERALD CONTRACTORS LIMITED

Training and Development Policy

The Company achieved Investor in People certification in August 1999 and has been assessed as meeting the latest IIP Standard.

The overall policy of our Company is to expand its construction activities throughout the Midlands and East Midlands and surrounding areas and the importance and benefit of appropriate training for all levels of staff forms an essential part of this Policy. Training opportunities are made available to all categories of employees and this policy is transmitted to employees by Managers.

The person responsible for training discusses the essential features of the plan for recruitment and training, with Directors and Senior Managers. Details are confirmed prior to final submission to the Managing Director for approval and agreed action plan is then produced. An adequate budget will be made available to meet the training requirements.

The Company fully supports short course training in appropriate topics including new legislation, or the specific needs of a department of the Company. Health, Safety and Environmental training continue to be high priority topics.

The Company pays for training course fees and examination fees can be claimed on successful completion. Some assistance to travel costs may be given.

The intake of craft trainees will be exclusively through the C.I.T.B. training scheme. All employees will either have or be working towards the appropriate level NVQ.

The Company is a member of:

- *The Birmingham Health, Safety and Environment Association*
- *The Construction Industry Training Board*
- *The British Safety Council*
- *The Birmingham Construction Training Group*
- *The Midland Civil Engineering Training Group*
- *The Mercian Training Group*

The Company is an Equal Opportunities employer and welcomes applications from all suitably qualified people.

RESPONSIBILITIES

Managers

To ensure those employees for whom they are responsible are regularly reviewed to assess development needs and potential, and when training and development is carried out, to provide support learning and using skills and knowledge.

Employees

To participate in identifying their own training and development needs and discussing them with their Manager.
To involve themselves in relevant training and development to develop their skills. To be willing to learn and adapt to maximise their potential and ability.

Approved by N Coley
Managing Director
(August 2011)



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Training and Development

Organisation

To ensure that the Policy is implemented and maintained.
To put in place relevant processes and systems to support the Policy.
To provide resources to facilitate the effective development of employees.

Resources

Director/Manager.
Open Learning Centre.
Sponsorship to achieve Professional and Educational Qualifications.
Training Courses.
On the Job Training.

Processes

Staff Development Reviews – PDR's.
Personal Improvement and Development Plans.
Training and Development Records.
Training Action Plans.