

## TRAINING POLICY

As a leading company within the Construction Industry, MJ Church recognises its responsibilities towards the need for continuous training and development, to improve the skills and competence of the entire workforce, in order to carry out our business activities. We aim to ensure that all employees are given the necessary help to develop the knowledge, skills and attitude they require to carry out their jobs efficiently and to provide every opportunity for career development. Due to the diverse nature of the activities undertaken by the company, certain training is assessed and given relevant to the disciplines required.

It is the line manager's responsibility for the continual monitoring of staff training and development and to promote necessary assistance and encouragement to ensure the staff fulfilment needs are achieved, and continually assess the position.

MJ Church will endeavour to ensure that:

- Employees are inducted, to familiarise them with the company's structures, policies and procedures and to illustrate their roles within it, to include the Health & Safety of the individual and to meet the needs of the Company and statutory requirements.
- Any job specific needs for the employee to undertake their duties will be identified and the relevant training given.
- Records of the employee's previous training will be obtained and a personnel file established and held centrally for continual updating during their employment.
- Training is met by external bodies, in-house expertise, internal training (working alongside other members of staff) and on the job training.
- A continual rolling program of existing renewals and re-qualifications for employees will be established, monitored with employees being notified of expiry and assistance given in regaining.
- The training requirements of our customers e.g. CITB CPCS, CSCS, Network Rail PTS, HGV CPC, Quarry EPIC, WAMITAB are achieved and improvements implemented where obtainable, along with job specific training and certification.
- Continual Health & Safety training and information is to be given to employees, by means of Toolbox Talks, Safety Bulletins, and Information Boards with items regularly updated. Training in First Aid and Fire marshalling will be identified and arranged to comply with required legislation.

It is for every manager, employee and persons working on our behalf to promote and encourage compliance with this policy and to respond to any training issue or discuss any possible improvements or requirements. This policy will be periodically reviewed and amended if required, to ensure its effectiveness and the performance monitored.

**For & on behalf of MJ Church**



**S.P Blower**

**Managing Director**

**Last reviewed: April 2017**