Training and Development Policy

General

The Directors and Management fully recognise the essential role Training and Development plays in the achievement of Company and individual objectives. Consequently, a pro-active approach to the identification of needs and training will be actively encouraged and pursued for all employees.

Responsibility for Training and Identification of needs

Corporate responsibility for Training is vested in the Directors of the company. However, each employee, has a vital role to play in both their own and others training. Line Managers have responsibility for assisting with identification of the training needs within their areas of responsibility having due regard for company, client and employee needs.

Training Aims

All employees will be trained in accordance with the demands of their position and any legislative considerations. In addition, training will be designed to develop skills, knowledge and experience to facilitate both individual and company growth in accordance with the Business Plan and along with client and technological demands.

Methods of Training and Development

On and off the job training, along with individual supervision, coaching and counselling will be the main vehicle of Training and Development. If necessary external training from Educational establishments will be utilised, subject to the formal approval of a Director.

Induction Training

All new employees will receive induction training applicable to their position. Induction training will be arranged with particular regard to Health and Safety aspects and the Job Description. Induction check sheets will be utilised by all new employees during their first six months to enable learning to be structured and monitored.

Cost of Training

Any training deemed necessary will be supported by the company.

Vocational Training and Essential Examinations

Requests for assistance will be considered having due regard to the needs of the business and individual needs. Where assistance is given, the employee will be required to enter into a 'service' agreement with Saxon Chase. Such agreement's will be individually arranged, the principle being that financial assistance given, will be repaid to Saxon Chase by employees terminating their employment within a specific time scale.

Staff Development and Appraisals

This is seen as an ongoing process; accordingly individual objectives will be agreed at not less than three monthly intervals and performance reviews undertaken not less than 12 monthly via the 'Performance Review Scheme'.

Evaluation and Follow up

All Training and Education undertaken will be evaluated by the individual, their immediate Senior Managers and the Directors. To maximise learning, programme follow ups will be undertaken and the individual will be given every opportunity to utilise their new skills, knowledge, and experience.