

# Edwards Matthews

Engineering Consultants

Edwards Matthews Ltd recognise that in order to maintain good employment practice and a high level of moral a policy for training is required.

## Aims & Purpose

Working towards ensuring that all our employees have the opportunity to realise their full employment potential and to maintain their own professional development.

Working towards ensuring that all our employees remain at the forefront of knowledge and expertise in the area of their specialism. To improve the quality of the services we provide.

## Commitments

The Company makes available the appropriate financial and other resources in support of its staff development and training policy.

The Company seeks to extend its facilities and programmes.

The Company has put in place such supporting procedures as are required to establish and maintain on- going reviews of the staff development needs.

The Company expects a reciprocal commitment on the part of all employees to develop both individual and organisational needs, in the best interests of the business.

## Objectives

All staff development and training has principle objectives as follows:

To enable our employees, where appropriate, to obtain professional or vocational qualifications.

To enable employees, where appropriate, to update and/or renew individual professional qualifications, and to undertake retraining or re-skilling, as agreed or directed.

To enable our employees to better understand the needs of the organisation and to assist them in fulfilling their contractual employment obligation.

## Core Elements

The Staff Development Policy supports the business objectives of the company; staff development and training records will be maintained for all employees.

The Company will establish and operate clear staff development strategies in accordance with this policy.

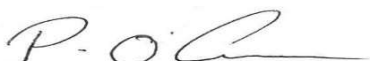
The Performance Review will form the basis of appraisal for all employees to assist with the identification of individual and organisation staff development needs and performance targets. All new employees will be provided with appropriate induction training.

All our employees will be expected to undergo awareness training on general issues appropriate to the needs of the organisation, e.g. Health & Safety and Equal Opportunities awareness.

## Reviews

The Staff Development Policy will be subject to periodic review to meet the ongoing training and development needs of the business.

Signed



Managng Director - Paul O'Connor

Edwards Matthews Ltd - Engineering Consultants

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