

MCLAREN

RESOURCING

Training Policy



Document Record

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Training Policy



This Company is committed to the support of staff development for all staff. The key purpose is to facilitate personal and professional development enabling individuals to achieve their full potential at work.

This Company also recognises that it has a special responsibility to encourage and support learning for all members of staff.

This Company's operational success is based largely on the contribution, commitment and achievements of individual members of its staff, working individually and in teams or groups. This Company wants to support staff in the performance of their designated roles and to help them to fulfil their potential during the course of their employment. Training and development includes any activity, which contributes to the enhancement of their knowledge, skills, competence, and working practices. Staff development is thus a key contributor to the success of individuals and ultimately to the success of This Company as a whole.

Equality

There will be equality of access to staff training and development opportunities for all staff. No member of staff will be treated less favourably than another. Involvement in staff training and development will be determined only by personal merit, performance and by the application of appropriate criteria.

Identification of Staff Development Needs

An assessment of the skills of individuals, when they are appointed to a new role, will lead naturally to the identification of their need for training and development, related to duties that they are to perform. In addition, staff training and development needs may be identified in a variety of ways, e.g. by feedback, staff appraisals, accidents/incidents, introduction of new processes. It is our policy that all staff have at least one annual performance review a year with their line manager, at which time, training and development needs will be assessed and ways of

meeting these will be identified, and an appropriate timescale agreed.

Central to the implementation of the policy is This Company's annual training plan, which identifies general training needs across all operations and individual training needs, and specify how and when these are to be met.

A range of development methods will be used to meet these needs: this may include (but is not limited to) formal training courses, seminars, e-learning presentations, conferences, secondments, training for professional qualifications, on the job training, coaching and mentoring, background reading and project work.

Individual Responsibilities

This Company aims to create an environment where staff take shared responsibility for their own individual effectiveness, personal and career development. All members of staff are required to participate in staff performance reviews, and to make all reasonable efforts to attend training and staff development as may be identified and agreed from time to time.

Individual Training Expenses

This Company is fully committed to the career development of all employees and are therefore willing to meet the costs associated with necessary and identified personal study and training focused on This Company's requirements. Expenses incurred attending short term training courses, seminars etc during normal working hours, will be dealt with under our normal expense procedures.

Study Leave and Professional Development

This Company will consider financial support for costs associated with training for proficiency at work and/or career development. Members of staff who are interested in pursuing longer-term training opportunities in excess of one week will be required to



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complete an Application for Staff Training Form, which includes a repayment agreement clause should he/she leave within 2 years of completion of the training, or abandon the training without good reason.

Staff who have been accepted for a course must attend regularly and schedule their annual leave to avoid being away for any course or examination dates. This Company reserves the right to ask course organisers for periodic reports on any member of staff's progress.

In the event of examination failure, consideration of the individual's circumstances will be given before any additional course fees, or payments for re-sits are made.

Training Budget

This Company aims to allocate the appropriate resources to support training and development activities identified in annual training plans.

This policy will be reviewed annually.

S. *Seth*
Director

September 2024