

Training Policy

Introduction

Cleanair UK recognises the importance of the training and education of its employees in contributing towards the effectiveness of the company and the service to our customers. We also recognise the need to maintain a committed and competent workforce and will provide adequate training to assist employees to develop their skills, knowledge and attitudes necessary to enable them to work competently and efficiently. Training is a continuing process it can take place at any level in any job, and at any stage of an individual's career.

Objective

The purpose of the Cleanair UK training policy is to ensure that:

1. Employees are properly training in the skills they need to carry out their present jobs at a standard acceptable to the company and its customers:
2. Employees are provided with the skills they may need for changes in the way jobs are carried out;
3. As far as possible, employees are encouraged to develop their skills and talents to enable them to progress within the company and reach their full potential within the company.

The company is committed to making the most effective use of talents, skills and abilities of its workforce and to helping all employees maximise the contribution they can make. Opportunities for training with Cleanair UK will be based on an assessment of employees' development needs irrespective of their age, sex, marital status, disability, race, colour, ethnic or national origin or sexual orientation.

Implementing the Policy

The directors and departmental managers shall review training needs as part of an overall performance development process which will include discussions with the employee and consideration of the relevance of training and development to the achievement of the company's objectives.

Training Provided

1. Induction Training

Everyone who joins the company or changes jobs will receive induction training. The induction will cover working practices, job arrangements, fire and emergency procedures.

2. Qualifications

Training deemed appropriate by the company. Depending upon the job, there may be a need to study for further qualifications at the appropriate level.

3. Skills / New Technology

Job skills training and new technology training required to keep employees informed and up to date.

4. Legislation

Training required by new legislation

5. Management & Supervisory

This training aims to develop the skills required by managers and supervisors, for example, communication skills, problem solving skills and team building

6. Professional & Occupational updating

Members of a professional body may need to ensure that they are up to date with new developments and legislation in their particular field.

7. Health & Safety

Training is provided to ensure that all employees are fully aware of and understand the requirements of current health and safety legislation.

Company Training References

- Staff handbook
- Job Description
- Contract of Employment



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