

## **1. INTRODUCTION**

McCarthy Contractors Bridgend Ltd is committed to providing continuous training and development to improve the skills and competence of its entire workforce in the focused delivery of services to our clients.

The aims of training, are to ensure that all employees are given the necessary help to develop the knowledge, skills and attitude that they require to carry out their jobs efficiently and to provide every opportunity for career development.

## **2. RESPONSIBILITIES**

McCarthy's as a company have the responsibility to maintain the structures and mechanisms for identifying training needs and for monitoring the effectiveness of our training policy and programmes. McCarthy's have a yearly internal review of the company training policy and procedures. This is carried out by the Training Manager.

## **3. INDUCTION TRAINING**

Induction training will be given to all new employees, to familiarise them with the organisation's structures and procedures and to illustrate their role within it.

During the early weeks of employment, all employees will receive thorough training in the procedures and policies of our organisation. This will include training in Health and Safety to ensure the protection of the individual and to meet the needs of the company and statutory requirements.

Any gaps in the basic skills of the employee to undertake their full duties, will be identified during the induction process and relevant training will be given where applicable.

A record of training will be established for each individual employee and held centrally on the personnel file. This will be continually updated throughout the lifecycle of their employment to provide an auditable trail of their training and development.

## **4. TRAINING ASSESSMENTS**

All staff, including new personnel, will have their skills continually assessed by their Supervisor as identified below:



At the induction stage - any immediate training needs identified by the Supervisor will be organised during the first three months of employment, wherever possible (e.g. CSCS Card).

At appraisal stage - it is the Practice's policy to undertake an annual staff formal appraisal to review performance over the previous twelve months, to identify ways of maximising strengths and improving areas of weakness in the context of achieving the Practice's aims and objectives. These formal reviews are the main vehicle of reviewing and identifying training needs to improve job performance.

At the time of an employee being promoted – covering skills required to equip new managers with the necessary skills to manage staff.

Specific requirements of a project – projects may have unique training requirements that are most appropriately satisfied at project level to ensure the successful delivery of schemes.

Training needs as required as a result of corporate change - which will affect everyone within the organisation

Training related to professional development - All professional staff are required to comply with the rules of their professional bodies in respect of continuing professional development.

## **5. TRAINING PROCESSES**

The Manager in charge of training will have overall responsibility for analysing training needs identified by the processes above, and will discuss with the appropriate Supervisor and employee the most appropriate and cost effective way of addressing these. These training needs may be resolved in a number of ways.

- Sending an individual on a course
- On the job training
- Working alongside other members of staff
- Management Training
- Induction Training
- General Training

All booking for corporate training will be dealt with by Central Administration to ensure that training is recorded, budgeted and evaluated.

Signed



J.G. McCarthy  
Managing Director

Date: 2<sup>nd</sup> July 2016



