

Training and Development Policy and Procedures

POLICY

Terrapin International Limited, and its subsidiary companies recognise that training and development is essential for all its employees, to support them in their job roles, to meet team goals and to meet the objectives of Terrapin.

Terrapin's Board fully supports the training and development of its staff through:

- providing resources such as finance, equipment, time and opportunities to ensure that all employees have the right skills and knowledge required to carry out their roles
- ensuring that all managers are aware of their role with regard to their staff's training and development, and that they have the skills and knowledge required to support their staff in identifying training and development needs and to follow through with the implementation of that training and development in the workplace
- encouraging employees to pursue development over and above their job role and to give consideration to career development
- offering training and development on a fair basis to all employees and ensuring that no employee receives less favourable treatment or consideration in relation to training and development on the grounds of their gender, sexual orientation, racial group, marital status, disability, age, religion or religious beliefs, or any other unlawful criteria or circumstances.

Other supporting documents are available from the Human Resources Manager:

- business plan
- training and development plan
- equal opportunities policy
- evaluation documentation
- appraisal information
- induction policy and procedure
- written statement of terms
- probation documentation.

THE HUMAN RESOURCES MANAGER

Is responsible for:

- ensuring that all staff have induction, probation and appraisal reviews
- formulating the information from the appraisal reviews on training and development into a training needs analysis (TNA)
- ensuring, in liaison with the management team and managers, that the training and development meets the requirements of the business plan, any department plans and individual needs
- ensuring that training and development is evaluated to guarantee that it meets the original objectives of the training and is beneficial to individuals, teams and the organisation
- formulating an annual training plan from the business plan, departmental plans and the training needs analysis
- ensuring that the list of training and development available is communicated to all staff
- putting forward a proposal on an annual basis to the management team from all the information he or she has in relation to the business plan, department plans, individual needs and future requirements.

MONITORING THE TRAINING AND DEVELOPMENT POLICY

Directors will monitor this policy and ensure, with the Human Resources Manager, that training and development is being carried out accordingly. Where an employee has a problem with how his or her training and development has been handled, he or she should, in the first instance, talk to his or her manager or personnel officer. If he or she feels that he or she has a grievance, he or she should refer to the organisation's grievance procedure.



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