



BERBEN INSTALLATIONS LIMITED

BUILDING CONTRACTORS. MAINTENANCE & REPAIRS

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Policy No: 6

Training Policy

TWO YEAR TRAINING PLAN

FOR THE PERIOD 1ST OCTOBER 2013 TO 30TH SEPTEMBER 2015

1. Company Policy

It remains the aim of this company to continue to operate in various Planned & Repairs and Maintenance sectors. To achieve this it is our intention to seek out every opportunity to increase productivity in all our initiatives.

The overall training policy to be effected is:

1.1 To continue to recruit school leavers with suitable training potential to meet future manpower requirements.

1.2 To train existing employees as necessary to provide opportunities for them to achieve qualifications as technicians and craftsmen. Management staff will be included in this aim with special regard to new legislation, Health and Safety Regulations and First Aid.

1.3 To monitor continually the performance of all employees in an on-the-job situation and provide the necessary training required to comply with ISO 9001:2000. Annual reviews are carried out for all office based staff and training matrices are displayed on sites for site based staff.

2. Training Needs

Activity within the industry means that the need for trainees remains strong. It is our intention to respond to continuity of workload with an ongoing programme of training at all levels.

2.1 Supervisory Staff

We continue to arrange seminars and training programmes for our site management and office staff within the scope of their employment and responsibilities.

2.2 Clerical Staff

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This Company has due regard for the need of suitably qualified staff and where necessary promotes their expertise with further college training should the need arise.

2.3 Operatives

The Company is committed to an ongoing training programme.

3. Training Plan - Objectives

3.1 Trainees

3.1.1 To continue to sponsor school leavers as work placement provider for local schools during their off-the-site training at school or college.

3.1.2 To integrate at the outset our trainees within the workforce and encourage them to remain with the company on completion of their training.

3.2 Supervisory Internal Promotion

3.2.1 It is the Company's practice to give craftsmen, showing potential for advancement, the opportunity to serve as assistant to the Site Manager. Training courses, as required, will be arranged to complement the additional responsibilities undertaken.

3.3 Other Training

3.3.1 To continue to send personnel, from site and office, on seminars and training courses relevant to their particular employment.

3.3.2 The recruitment of trainees should be used as a first step in addressing the issue of diversity within the workforce. Those responsible for recruitment have been instructed in this aim.

Approved & Authorised by:



Print Name:

Mr Paul Tunley

Date:

7th October 2013

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