



# **Mitre Construction**

*External & Internal Refurbishment Specialists*

## **COMPANY POLICY**

### **Training and Development Policy**

#### **Introduction**

Mitre Construction Company Ltd (MCCL) is committed to the ongoing training and development of our staff and recognise the need to ensure all staff are given the necessary skills and training to ensure their development within the Company.

MCCL has the resources to meet and identify all training needs through our appraisal process, team meetings, performance assessments and through internal audits as part of our Quality Management Policy.

#### **Policy Objective**

MCCL understand the need for all staff within the organisation to have the appropriate training, knowledge and support to allow them to undertake their roles and to meet the standards of service and quality we require.

We are committed to developing our staff and building their work related skills through both on the job and professional training programmes. We actively encourage personal growth and offer the opportunity for career development.

As part of our Quality objectives all training and development should link directly to our business objectives.

#### **Company Training Plan**

Overall responsibility for training is with the Directors who are given a training proposal by the General Manager at the beginning of the year highlighting any new requirements and any current training due for renewal.

In this context, training means the imparting of information and skills to all member of staff to enable those persons to be deemed qualified and competent to perform the tasks in question with confidence and without the need for constant close supervision. MCCL ensure all staff are trained to the very highest standards.

MCCL ensure that all operatives, site supervisors and managerial staff are properly and adequately trained in relation to the work demanded of them and appropriate to the various contracts undertaken. We also offer further training as part of the Company's on-going Personal Development Plan.

It is MCCL's policy to ensure all staff are recruited with the correct qualifications for the job they have applied for. If any of our unskilled labour force have the capability and desire to learn a particular trade we will offer them the opportunity.

### **Apprentices**

MCCL recognised that there is a national shortage of skilled labour in the construction industry and are committed to encourage and promote apprentices. We offer various apprenticeship schemes through both local colleges and the CITB training board.

### **Training Courses**

Below are some of the training courses available:

#### **Health & Safety**

CITB – Site Safety Plus-Health & Safety Awareness  
Manual Handling  
Fire Warden  
Working at Height  
Asbestos Awareness  
Abrasive Wheels  
First Aid  
PASMA  
NEBOSH  
CSCS  
Scaffolding Inspection

#### **Trades**

Advanced Level Construction Contracting Operations  
NVQ Level 2 and City & Guilds in Building Maintenance, Multi-Trade Repairs & Refurbishment  
NVQ Level2 in Maintenance Operations  
NVQ Diploma in Roofing Occupations  
Windowcare

Version 1: December 2016

## **Management**

SMSTS

SSSTS

Directors Health & Safety

## **Environmental**

Environmental Awareness



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E Salmon

Managing Director

Mitre Construction Company Limited

1<sup>st</sup> December 2018