



**CAREYS
TRAINING AND
DEVELOPMENT
POLICY**

PURPOSE AND AIM OF POLICY

CAREYS
MANAGEMENT SYSTEM
TRAINING AND
DEVELOPMENT POLICY

DSN 9.01

REV: 04; 12-01-2010

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The Carey Group PLC will provide training and development to fulfil the training, development and qualification needs as identified, in order to achieve both corporate and individual competency requirements against the Business Strategy, this statement sets out in broad terms the scope of this commitment.

Aim

The company aim to:

- Identify and provide staff with the training, skills and experience to reach a level of competence to undertake their current tasks effectively and proficiently.
- Deliver training and development at the right time and wherever possible be proactive on skills needs.
- Encourage personal development of staff against the current and future needs of the business.
- Support the attainment of specific external professional qualifications in line with the business needs, including NVQs and further education programmes.
- Employ a skilled and trained workforce which holds valid CSCS cards (UK), CPCS cards for plant operatives or SafePass (ROI) and constantly strive to this being at 100% compliance.

APPROACH TO TRAINING

The Carey Group Plc recognises that providing training, actively maintaining and updating the skills, knowledge and appropriate behaviours of staff is an essential part of future business success.

- To achieve this, it has been identified that training will need to be provided in line with four main areas:
- The needs of the business strategy both the current and future.
- Health, Safety and Environment Legislation as appropriate.
- In support of an individuals personal development where the benefit to the company is clear.
- To ensure the employed workforce is competent in their job roles.

Carey Group training and development is available to all permanent employees as appropriate and within the policy as set out. Carey Group will not discriminate.

All training activities throughout the Company will be co-ordinated by the Training Manager and Personnel Manager with Directors/Managers and Supervisors being directly responsible for identifying training needs within their own area of operation either internally or externally. All applications for Health & Safety and Environmental training and development must be made to the Training Manager so that requests can be approved and co-ordinated. Training will be organised through the Training Manager following authorisation on a training request form.

In some circumstances, there will be an obligation on employees to remain in the employment of the Carey Group Plc once training has been undertaken or refund the training costs in line with training cost agreement.



ASSESSMENT AND DEVELOPMENT OF COMPETENCE

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The development of competence of an individual is an ongoing process taking in to account the experience in the job and acquiring skills, knowledge and training through life long learning.

Development of competence within the Carey Group includes providing a full induction on commencement of employment and site inductions; off the job training; tool box talks and achievement of NVQ level 2 or 3 as employment continues and competence develops to a level ready to be assessed.

Carey Group Plc are committed to competence and training schemes such as CSCS and holds certificates of this commitment with on average 95% of the workforce holding a CSCS card.

To carry out an assessment of an individuals competence the Line Manager or Site Management should:

- Review the existing qualifications and training attained by an individual against the requirements of the tasks to be undertaken
- Establish a CSCS card is held by the individual as evidence of competence within the recognised industry scheme and the card is issued in an occupation relevant to the works to be undertaken
- Review the individual's task knowledge to determine whether it is sufficient to enable them to carry out the work safely and without risk to health or the business
- For site based individuals, identify required and recommended health and safety training in conjunction with the relevant skills and competence training matrix documents numbered 9.12 to 9.12.04 from the Carey Group Management System
- Confirm the individual has at least a basic understanding of the risks involved in construction work. This could be confirmed if the individual has passed a CITB health and safety test or holds a CSCS card or card for a scheme affiliated to CSCS
- Review and confirm the experience and working records to establish the individual is capable of doing the work
- For plant operators, an approved training competence card must be held. Confirming the individual is capable of operating plant, could include operating machinery in a controlled and segregated work area to establish ability and experience is satisfactory to the site manager
- Confirm the individual recognises their own limitations and how these should be overcome; that there is an appreciation of the risks from doing the work and how these should be controlled
- Continue to review the quality and output of the individuals work to ensure the level of knowledge and skills remains relevant and in use.
- Identify further improvement of skills and identify training and development needs to improve/maintain competence
- Identify individuals for opportunities to achieve competency based qualifications such as NVQs, supporting continuing development or professional ability
- Where company procedures identify, perform a yearly performance appraisal review.



TRAINING PROVISION AND RECORDS

Training will be organised through the Training Manager and formal structured course will be delivered in the main by accredited and approved external suppliers.

Training will be further supported by tool box talks, awareness sessions and on the job learning.

Environmental related training will be specifically developed and delivered in line with the aspects and impacts identified.

Records of training provided and previous skills and training supplied will be maintained centrally by the Training Manager on the company training database and as necessary by Site Management on site.

SUMMARY OF ROLES AND RESPONSIBILITIES

The Training and Development procedure sets down the stages and roles and responsibilities of staff, involved in identification of training needs and the meeting of these needs. A summary of these are:

Senior Management will carry the responsibility for communicating the message that training and development of skills and competence as outlined in this statement and training procedure, is of paramount importance to Carey Group Plc achieving its business goals and objectives and remaining within the requirements of current health and safety legislation.

Managers are responsible for ensuring that individuals receive the necessary training to enable them to carry out their job in a competent, effective and safe manner and to help individuals in a joint partnership to develop their potential to the fullest extent.

Line Management will carry the fundamental responsibility for ensuring individuals hold the necessary skills and competence required to perform their job role. This will include:

- Inducting individual employees into the team/role and site using the most current induction protocol
- Collation of evidence of relevant training held by employees and develop/maintain a training matrix of skills and training for workforce on site, including CSCS card details
- Assessing individual training and development needs in line with company procedures
- Developing and allowing time for training and development of employees
- Develop themselves as managers and employees in the broader business context
- Liaise with H&S department and Training Manager with regard induction and delivery of training or assessment and to verify the authenticity of training certificates supplied by employees.

The Individual Employee

- Seeks opportunities for continuous self development
- Maximises the opportunities available by attendance, participation and feedback in training and development initiatives and programmes
- Shares knowledge gained and demonstrates newly acquired knowledge, skills and attitudes in the workplace
- Maintains own level of skills and competence and alerts management if further training is required.



COMMITMENT TO CSCS

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