

STAFF TRAINING POLICY

1.0 STATEMENT

- 1.1 MRG Services UK Ltd recognises the value of its staff and embraces a policy of continuous personal development. We are committed to cover all training required by our staff, pursuant to their roles including the acquisition of professional qualifications, technical skills, interpersonal skills, management training, and any training that would constitute a legal requirement.

2.0 OBJECTIVE

- 2.1 To treat everyone with fairness and impartiality and to not discriminate against anyone on grounds of ethnic origin, religion, disability, age, gender, sexual orientation or any other factor which does not have a direct and justifiable relevance to the individual's ability to perform a specific job, or participate in particular training. To make positive efforts to ensure that the specific needs of all individuals are met.

3.0 TRAINING PROCEDURE

- 3.1 Employees at all levels, including part-time, temporary and casual workers will receive an induction to the company. This will include information on safety regulations, procedures, existing skills and development requirements. This induction will be conducted on their first day of employment/contract and will consist in the first instance of a session, which is fully recorded.
- 3.2 The company will fund Job specific training, however, registration and the costs involved to a professional body will be the responsibility of the individual. Having funded training, the company reserve the right to recoup any costs involved should the participant leave either the training without prior agreement or the company within 9 months of the end of the training. Any employee who must re-sit an exam or test will not be charged for the subsequent exam fees providing sufficient endeavour and attendance has been met.
- 3.3 In order to meet future challenges and organisational targets, all employees receive a formal Performance Review where training requirements, personal and professional development will be addressed with their Line Manager. The Personnel Manager will be advised of any subsequent training needs who will arrange for this training to take place subject to the above-mentioned criteria.
- 3.4 Employees can request training and development at any time, but this will usually be done within the performance review, via their Line Managers using form FM69. Any decisions on training will be at the absolute discretion of a member of the SLT.
- 3.5 All training attended will be recorded along with costs. On completion of any external or internal course the employee will be requested to complete a course evaluation form FM84. All forms to be returned to the HR department for analysis and evaluation.

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