

## **TRAINING AND DEVELOPMENT POLICY - PLATT & REILLY UK LIMITED**

### **Policy Statement**

Platt & Reilly UK Ltd is fully committed to ensuring that all employees have the relevant knowledge, skills and expertise to perform their work to consistently high standards and to achieve their full potential.

We recognise that the training and development of our employees is fundamental to the improvement of our operational performance and the achievement of company strategy and goals.

Platt & Reilly UK Ltd will therefore strive to make training and development an integral part of our operations and to follow a continuous process of appraisal, training and development.

### **Scope**

This policy applies to all employees of Platt & Reilly UK Ltd. The policy applies equally to all employees irrespective of their employment status, function, grade or location.

In accordance with the Company's Equal Opportunities Policy, all employees are treated equally in the provision of training and development opportunities are provided with equal access to training and development opportunities relevant to their needs.

### **Responsibilities**

There is a collective responsibility for training and development:

It is the responsibility of Pat Reilly, Cathal McGrath, Chris Reilly and Derek Platt to:

- Ensure that the training and development needs of all employees are assessed and provided for in accordance with this policy.
- Provide adequate resources for training and development across the business.
- Agree and source appropriate and cost effective training and development solutions.
- Evaluate the efficiency and effectiveness of training and development.
- Monitor efficiency and effectiveness of this policy.

It is the responsibility of Managers to:

- Identify and consider training and development as an integral part of their strategic planning process.
- Ensure that they have the appropriate knowledge/skills in their area to ensure that business objectives can be met.
- Ensure employees fully understand their job function and expected performance standards.
- Ensure individual training and development needs are assessed per demand.

It is the responsibility of all Employees to:

- Identify their own training and development needs and bring these to the attention of their Manager/Supervisor.
- Undertake training and development activities which will enable them to perform their work efficiently and effectively.

## **Funding**

The company will ensure sufficient funding is set aside in the financial budget to cover planned training expenditure for the current/impending financial

## **Induction**

All new employees will receive the appropriate Site Safety Induction Training.

The aim of the safety induction training is to familiarise the employee with the site rules and their role within it, and will always ask if you have received appropriate Health and Safety training.

For new employees with responsibility for driving on company business, the induction training program will also include Road Safety Awareness training.

All staff are employed on the basis of a probationary period, at the end of which there will be a review, including any training/development still to be completed, and/or new training needs identified.

It is the responsibility of the Contracts Manager to ensure that this is planned and implemented.

## **On-Going Training and Development**

Once the Induction Training Program has been successfully completed, further training and development initiatives will take place, as appropriate.

All employees will commit to and be supported through a continual process of learning and development to ensure that they have a high standard of skill and knowledge and can adapt to the development of their role and organisational change, thus achieving a high standard of job performance.

Further training and development needs are identified:

- by teams and individuals regularly reviewing their performance and analysing the quality and effectiveness of their work,
- in line with legislative changes and demands.

Training and development can be delivered in a variety of ways:

- On the job training
- Apprenticeship
- Departmental briefings
- Formal internal and external courses/workshops
- Further Education
- Secondments/Job Shadowing
- External conferences
- Guided reading
- E-Learning
- Flexible Learning (NVQs)

Managers/Supervisors will encourage employees to identify their own training needs and promote a culture that reiterates that a training need is not regarded as a failure.

### **Study Support**

Platt & Reilly UK Ltd recognises a joint interest in providing support to employees seeking to acquire appropriate managerial, specialist or professional qualifications.

This policy will be applied to promote staff development and the attainment of high professional standards equitably and consistently through the business subject to:

- variations which may be dictated by the particular nature of the course of study being undertaken,
- variation resulting from unforeseen business or individual constraints,
- recognition by the individual that the facilities provided are a privilege, not an entitlement, and are contingent upon initial and continuing evidence of commitment to any agreed course of study.

Employees wishing to apply for study support will be required to make a formal application in writing to our directors.

The application should include a brief business and personal development justification.

Once agreed the employee will be required to sign a Further Education / Professional Study Agreement Form.

### **Study Leave Entitlement**

In normal circumstances, private study will be undertaken through evening classes or correspondence courses or other forms of distance learning. Part-time day release will be permitted only if no satisfactory alternative method can be found.

Time off work to prepare for and sit prescribed examinations will not count against annual leave, but will be subject to the following conditions:

Time required taking the examination.

Such time to be agreed with and authorised by the relevant Contracts Manager.

### **Reimbursement of Fees and Costs**

The Company will reimburse authorised courses, tuition and examination fees for professional and academic programs. The cost of annual student membership subscriptions will also be reimbursed provided an active course of study is being pursued.

The individual is responsible for any travelling expenses incurred in connection with private study.

In the event of an individual failing an examination, subsequent time off for re-sits will be provided at the sole discretion of the Directors. Re-sit costs will not be reimbursed.

Provision to meet the costs involved in the supporting private study must be made by the Contracts Manager in conjunction with the Directors.

Claims for payment must be accompanied by authorised receipts.

### Clawback Agreement

A claw-back agreement will be implemented on all professional, managerial and academic qualifications sponsored by the Company. This will require that individuals reimburse the Company in accordance with the following:

Leaving the Company before finishing their program: all costs incurred relevant to the course.

Not completing their course of study or failing to attend at least 90% of classes: all costs incurred relevant to the course.

Leaving the Company within the following time periods after course completion:

12 months — reimbursement of 100% of all costs incurred

24 months — reimbursement of 50% of all costs incurred

36 months — reimbursement of 25% of all costs incurred

Over 36 months — nil

### Evaluation Training and Development

All training and development activities will be evaluated.

At Company level the relevant Contracts Manager will be responsible for evaluating all training and development activities against the Company's strategy and goals.

At department level, Managers/Supervisors will validate and evaluate training and development activities on an ongoing basis, to ensure their relevance, added value and best practice.

### Review and Monitoring

Overall responsibility for the operation of this policy lies with the Company Directors.

This policy will be reviewed every three years and amended as necessary, or earlier in accordance with any forthcoming legislation.

CHRIS REILLY

DIRECTOR



DATE: Feb' 13

CATHAL McGRATH

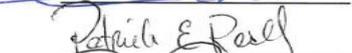
DIRECTOR



DATE: Feb. 13.

PATRICK REILLY

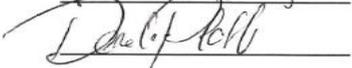
DIRECTOR



DATE: Feb' 13

DEREK PLATT

DIRECTOR



DATE: Feb-13.

REVIEW DATE:

04-02-2013

NEXT REVIEW DATE:

February 2014

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