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## ***Training and Induction Policy***

**Scope:** The training and induction of all staff

**Responsibilities:** The directors are responsible for ensuring the correct induction of all new staff joining the company, and for establishing and meeting their initial training needs. The directors and all staff, either in the six monthly appraisal process, or at other times, are responsible for identifying and meeting ongoing training needs.

1. Oakdene Hollins' employees play a crucial role in ensuring business success. Wherever possible, all necessary steps will be taken to ensure that employees are provided with the training they require to fulfil their responsibilities effectively at all stages of their employment. Responsibilities are documented within the job descriptions.
2. Members of staff are appraised every six months, when objectives are set and training requirements assessed. Training is evaluated during the appraisal interviews. Records of these are kept in the personal files.
3. The types of training that the Company provides fall into four broad categories: induction, on the job, in house, and external.

### **Induction**

4. Whenever a new employee joins the Company, it is his or her line manager's duty to ensure that he or she is given a proper introduction to the workplace, colleagues, catering facilities, duties, health and safety, quality and other procedures.
5. Within the first few days months of employment the line manager will assess the new employee's training requirements and arrange for that training to be provided. Very often, the employee's needs will be adequately met by a combination of on the job training and related in house training. From time to time, however, it may be necessary to arrange external training.
6. The main purpose of the induction process is to enable a new employee to become productive as quickly and effectively as possible. Each induction process will be tailored to the individual employee.

### **On the Job Training**

7. Very often, new skills can be gained as part of on the job training by recently trained and/or more experienced colleagues. Employees will undergo this kind of training from time to time throughout their employment with the Company.

## **In House Training**

8. From time to time, Oakdene Hollins will bring outside trainers into the workplace and organise internal training courses. This form of training will often be triggered by the introduction of new equipment and working methods, and will be arranged when on the job training cannot be supplied.

## **External Training**

9. External training may be provided in a variety of forms ranging from short courses of a few hours duration, through to lengthy courses leading to the award of qualifications.
10. Where necessary, the Company will arrange for employees to undertake external training where this cannot be provided in house.

## **Training Cost Reimbursement**

11. Employees who undertake external training courses with significant cost implications will be required, before commencing the course, to sign a training agreement. By signing this agreement, the employee agrees to repay a proportion of the total cost of the course should they fail to complete the course or leave the Company within 12 months of the date the course ends.
12. This requirement to repay the Company will be reduced by 1/12th of the course costs for each complete month that the employee remains employed by the Company after the end of the course.

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