

Training Policy

Swift Brickwork Contractors Ltd ensures that our workforce meets the statutory requirements for the building industry, with training and development to improve the skills and competence of our workforce.

AIM & OBJECTIVES:

The aim of training is to ensure that all employees are given the necessary help to improve the knowledge and skills to develop the right attitude to deliver their best with a sense of great responsibility. Our aim is to ensure that we not only meet the requirements of our clients but also deliver the services while fully complying with legally requirements of the job and industry. We also aim to develop our staff and encourage them to become fully qualified and be able to deliver their services in a professional and responsible manner.

RESPONSIBILITIES:

To maintain the structures and mechanisms for identifying training and development needs Swift Brickwork Contractors Ltd is consistently committed to develop and improve a dynamic training policy and programs:

Managers are responsible for the continual monitoring of staff's training and development throughout the year and always provide the necessary assistance and encouragement to ensure that the company objectives are being met. We have procedures in place to ensure staff's needs are being assessed and achieved. In this regard we carry out an internal review of our training and development programs on annual bases. This practice involves a review and feedback from all stakeholders.

APPROACH TO TRAINING

Training will be delivered in three stages:

CONTRACT

SITE

CLIENT SPECIFIC TRAINING

In order to meet the client's requirements and expectations Swift Brickwork Contractors Ltd is committed to liaise with clients on more regular bases. This approach allows us to understand the dynamics of a particular client's requirements and needs. We in most of the cases develop special training programs (depending on the client's specific requirements.) to enable our staff member to work on a particular contract, site or for a particular client.

This will include Health and Safety at Work training specific to the contract, site or industry sector. On successful completion of training program, our staff members will be fully prepared and equipped with all the necessary information, knowledge and skills to work on the contract, site or for the client.

Training Policy Continued

CONTINUOUS TRAINING AND PERSONAL DEVELOPMENT

In order to reduce the staff turnover and sustain the level of motivation for all staff members Swift Brickwork Contractors Ltd put special emphasis on the continuous development of the staff members. At this stage the content and mode of training are set to be very vibrant and invigorating, for the reason that this phase focuses on improvement of personal skills, knowledge and expertise while allowing the staff members to move to the next level of their career.

TRAINING RECORDS:

A record of all training program is kept for each individual employee and held centrally on the personnel file. This record is constantly updated. As and when a staff member goes through a different or advanced level of training in any capacity the record is updated on his or her personal profile. This practice serves dual purpose. It actually enables us to constantly improve on our training contents and delivery and also allows us to develop a profile of our staff members with special skills, knowledge and expertise.

At the time of an employee being promoted, we ensure that the particular staff member has developed the necessary skills required to the positions. This ensures that new managers have the right skills and knowledge to manage staff. As all professional staff are required to comply with the rules of their professional bodies in respect of

Continuing Professional Development ("CPD"), Swift Brickwork Contractors Ltd not only provides its staff members a first-hand opportunity at work places (sites) but also support them with all the necessary training, tools and expert advice.

Authorised by



M Walsh
Managing Director