



ASW Property Services Limited

58-59 Village Farm Industrial Estate, Pyle, Bridgend CF33 6BN

Tel: 01656 748020 Fax: 01656 748029

Training & Development Policy

ASW recognises that our employees are our most important asset and crucial in maintaining our status as a leading regional company in our field. ASW is therefore committed to a comprehensive programme of employee training, which is available to all.

ASW has been an Investors in People accredited company since 2001

The Company is committed to training and developing all of its employees to maximise their potential and to ensure that they work in a safe and efficient manner to meet the company's aims and objectives.

Our 'Investors in People' accreditation sets out criteria for training, and alongside the CITB Training Plan forms the basis of our training policy. The majority of training is in Health and Safety, however, professional skills and vocational training are also actively encouraged.

Employees can request training at any time which is discussed annually in their Development Review. The Development Review is used to assess whether the proposed training is beneficial both to the Company and the individual, and all training is monitored and reviewed on completion, as well as evaluated over a period of time.

Both Site and Office based staff are encouraged to undertake courses which will not only increase their skills but also aid their personal development.

The Company Training and Development programme is co-ordinated in conjunction with Directors and Contracts Managers to satisfy company needs and requirements.

Training and testing in accordance with the above programme is used by the Company as a basis to determine competence to carry out specific duties and tasks. The Company is committed to continue to develop those who have already achieved various qualifications through refresher training and further ongoing training and also to continue to train new employees to the same standards in the future

Suitable courses of study have been supported for those persons seeking managerial positions. The Company currently attempts to engage undergraduates for training each year subject to applicants being suitable. The numbers engaged will depend on the current forward workload.

In addition to the above, specialist training is provided where required. Such training includes First Aid at Work, Customer Services, Health & Safety for Directors etc. First aid training is provided so as to ensure that there is at least one certified first aid person on all sites and all Team leaders on Reactive and Responsive works.



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In order to maintain standards of training and competency the Company regularly sends individuals to short courses, seminars and meetings organised by professional bodies. The Company carefully monitors the participation in such activities.

Records of training are maintained by the Technical Director with certificates kept on individual personnel files and are subject to regular review by the senior management team to ensure that retraining and refresher training is conducted at appropriate intervals when required.

The need for training of any individual is identified from a training matrix which identifies minimum training and qualifications for various roles and a review of qualifications when they first join the Company. The need for training may be identified as a consequence of the introduction of new or changed plant or equipment, the introduction of new regulations or legislation, Client specific requirements or as part of an ongoing training education process. All contract specific requirements are identified at contract review stage or at ongoing review meetings during the contract. The Company operates an appraisal system where training and development is discussed as part of an individual's overall career development. In general training is provided as an essential part of a safe system of work whenever a new or changed process, item of plant or a system of work is introduced

In order to maintain staff awareness of changed legislation and Company Policy, regular safety briefings are held as required.

Senior Management and the Site Management/Supervision participate in such meetings. Such meetings are also used to provide feedback from consultation with employees regarding the training and education that they feel they require in order to perform their duties.

Signed:

Date: 4th January 2016

A handwritten signature in blue ink, appearing to read 'Anthony Thomas'.

Anthony Thomas
Managing Director

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