

## Staff Training Policy

Scope of this policy statement:

This policy statement relates to the training of all staff employed

Aim:

Screenworks aims to have good personnel practice regarding training so that employees may operate effectively and have good opportunity for job enhancement.

Induction training:

All Screenworks staff will undergo induction training devised for their particular requirements but including health and safety. For new employees, formal appraisals with written notes will be made after the end of the agreed probationary period.

Ongoing training:

Ongoing training by coaching or monitoring will continue by a designated person, with reviews as decided and noted in the previous appraisal.

Job specific training:

Job specific training will be linked to a system of appraisal. Screenworks will provide reasonable periods for agreed off site training, whether the particular training is suggested by the line manager, or by the employee. The cost of the training will be agreed beforehand between the employee and the line manager, and when paid by Screenworks will be subjected to the terms and conditions stated within the employment contracts. The cost of the training will need to be appropriate to the performance improvements expected. Employees will normally have a pre- and post- training interview with the line manager, and a note placed on the employee's confidential personnel file. The employee and the line manager will together decide on appropriate training for the individual in the post.

Monitoring of the implementation of this policy:

A discussion will take place between the employee and the line manager at each annual appraisal meeting concerning the training undertaken during the previous year, and the training planned for in the succeeding year. An appropriate note will be placed in the employee's confidential personnel file, and a brief summary of the training undertaken.

Review of this policy: This policy statement will be reviewed as necessary but at least once per year.



Duncan Gilmour  
*Managing Director*

Date: 04<sup>th</sup> January 2022