



TRAINING POLICY



Colleen Construction Ltd. recognises the important role our employees have in maintaining our status as a leading contractor. We place a great deal of emphasis on having a skilled labour force and see training either on the job or at formal courses as essential. We are particularly careful not to place an individual in a situation where they would not have the skills to work safely. Therefore there is a continuous assessment made of the skill base relative to the work in hand. Individuals will be sent on training courses to acquire new skills as appropriate. Apprentices and trainees will be placed on a development programme, with the college being used to advise Colleen Construction Ltd. on the range and suitability of courses attended.

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. We have set targets to ensure that our entire site-based staff will have skills certification cards.

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

The Company training and education programme is co-ordinated in conjunction with Directors and Contracts Managers to satisfy Company needs and requirements.

The Company has identified a number of nationally recognised and accredited qualifications that meet the requirements of the Company. These include apprenticeship schemes, relevant NVQ's, CITB CSCS scheme, IOSH Managing Safely, various CITB courses and a number of other similar qualifications. In general such courses are recognised by CITB.

Training and testing in accordance with these schemes is used by the Company as a basis to determine competence to carry out specific duties and tasks. In general satisfactory registration through such a scheme is used as authorisation to conduct those duties. The Company is committed to continue to develop those who have already achieved such qualifications through refresher training and further ongoing training and also to continue to train new employees to the same standards in the future.

Long-term 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, Confined Space Training and the use and operation of specialised plant and equipment. First aid training is provided so as to ensure that there is at least one certified first aid person on all sites with the exception of the smallest contracts, and in addition that sites have at least one appointed first aid person.

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 employees' participation in such activities.

Records of training are maintained by the Training Manager 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 review of qualifications when they first join the Company and then by regular ongoing review by Contract Managers and the Directors. 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, Safety Meetings are held. 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: 

Name: Leo Crehan, Managing Director
Collen Construction Ltd.

Date: 29th September 2011

Review Date: 29th September 2012