

Precise Enterprise Ltd

Director: Tadas Sukutis

Date: 11th June 2025

Next Review Date: 10th June 2026

T. Sukutis

Training and Development Policy

Introduction

This Policy will be brought to the attention of all staff through induction and annual appraisal and will include training on Equality and Modern Slavery for which we also have separate Policies.

We have adequate resources to meet identified training needs and will prioritise resources to focus on the primary needs of the business. Training needs will normally be identified through our appraisal and development processes and procedures but can also be identified through a number of other routes including:

- Induction process;
- One to ones with line managers;
- On the job supervision;
- Team meetings;
- Performance assessments;
- Internal audits;

Policy objective

We are committed to ensuring that its staff has the necessary skills and knowledge to undertake their roles and ensure that it meets the standards of service quality required by its Management Board and its customers.

We are also committed to developing its staff, building on their job-related skills and knowledge through relevant professional and 'on the job' training, encouraging strong motivation, the retention of staff and providing opportunities for career development.

A key objective for us is to ensure that all training and development links directly with its business objectives.

Satisfying training and development needs

Identified training and development needs for our staff can be satisfied and catered for in a number of ways including:

- Internal and external short courses and seminars;
- Professional qualifications and public examinations;
- Evening classes;
- Correspondence/open learning/open university courses;
- Job swaps or internal secondment;
- Shadowing other members of staff;

- Self-teaching

Criteria for support with training courses

Support with training courses can be either through paid or unpaid time off, and/or financial support for fees etc. The following criteria will need to be met for support to be provided.

- A written application must be submitted to the relevant Director, providing information on the type, duration, timing and length of the training, the qualification that will be obtained and why the applicant thinks it is relevant to their work with, and personal development within the company.
- The appropriate line manager must support the application, recognising that there is a benefit to us as well as the applicant and that it fits within the business objectives of the Company.

Support that can be provided

This will generally be agreed on a case basis but, the following will normally be considered having taken account of the budget implications and above criteria:

- Fees for short courses and relevant evening classes;
- Fees for correspondence/open learning courses;
- Costs of attendance at conferences and seminars;
- Examination fees;
- Appropriate levels of study leave;
- Payment of professional fees;
- Travel costs.

Evaluating training

All staff attending training courses, seminars and conferences will be required to complete post course evaluations with their respective line manager. Where staff are undertaking a professional qualification, a report each term will be required.

Company Training Plan

The Managing Director has overall responsibility for training and will be responsible for working with Senior Managers and Supervisors to formulate the Company Training Programme. In this context, training means the imparting of information and skills to all members of staff to enable those persons to be deemed qualified and competent to perform the tasks in question with confidence and without the need for constant close personal supervision. It is our policy to ensure that its staff are trained to the very highest standards to enable them to perform their duties with distinction.

Procedures are in place to ensure that all operatives, site supervisors and managerial staff are properly and adequately trained with regard to the tasks demanded of them under the various contracts they are assigned to. In addition, all staff receive further training as part of the Company's on-going Personal Development Plan.

Details of training and courses undertaken by our staff will be kept within their respective personal files, which will also detail and record the tasks that each individual is deemed competent and qualified to undertake.

All Site Operatives are employed as full-time employees and are fully skilled, competent and possess all relevant qualifications and certificates.

It is our policy to recruit staff with the correct qualifications for the job that they have applied for and, in conjunction with the local colleges and local labour initiative schemes; we recruit apprentices on the modern apprenticeship schemes and adults who are looking to change their career paths. If any of our unskilled labour force have, or appear to have, the capability and desire to learn a particular trade, we will offer them the opportunity, support and financial assistance to pursue this through a recognised college and 'on the job training'.

We offers enhanced conditions of employment and remuneration packages and provides on-going training, which produces a committed, dedicated and professional workforce.

Training Courses

From the policy above we have outlines how we ensure that all training we provide and the continued development of our employees is linked directly with our business objectives.