



TRAINING POLICY

General

PTL Building Services Ltd will provide resources to ensure that key skills are maintained within the Company. The Company's policy is to support and encourage, where appropriate, the development of all employees (regarding of colour, creed, age or sex). This enables staff to attain the standards required to contribute to the aims of the company regarding growth, profitability and the quality of its services. It also enables staff to fulfil their own potential. Training is a line management responsibility.

Implementation

This will be achieved by providing an accessible training resource to successfully support both the business and staff within PTL Building Services Ltd. This will be accomplished by:-

- Keeping up-to-date with the latest techniques in training developments
- Communicating the scope of training to all staff
- Developing a network of 'approved' internal and external training providers
- The production of in-house, controlled training manuals
- Adopting the 'focused' approach to training. Training and development is:-
 1. Essential for business survival
 2. Seen as a competitive weapon
 3. Linked to the Company's strategy and individual goals
 4. Driven by business needs
 5. Line managers responsibility

Priorities

- Ensure customer satisfaction
- Satisfy legislative requirements
- Achieve a safe working environment
- Meet changes in working practices
- Enable multi-skilling
- Develop staff by bridging the current skills and future potential gap
- Enable staff to satisfy occupational, professional and statutory requirements

Signed:

A handwritten signature in black ink, appearing to be 'M.R.', is written over the dotted line for the signature.

Date:

01-01-2009