



Mitre Construction

External & Internal Refurbishment Specialists

COMPANY POLICY

Training and Development Policy

Introduction

Mitre Construction Company Ltd (MCCL) is committed to the ongoing training and development of our staff and recognise the need to ensure all staff are given the necessary skills and training to ensure their development within the Company.

MCCL has the resources to meet and identify all training needs through our appraisal process, team meetings, performance assessments and through internal audits as part of our Quality Management Policy.

Policy Objective

MCCL understand the need for all staff within the organisation to have the appropriate training, knowledge and support to allow them to undertake their roles and to meet the standards of service and quality we require.

We are committed to developing our staff and building their work related skills through both on the job and professional training programmes. We actively encourage personal growth and offer the opportunity for career development.

As part of our Quality objectives all training and development should link directly to our business objectives.

Company Training Plan

Overall responsibility for training is with the Directors who are given a training proposal by the General Manager at the beginning of the year highlighting any new requirements and any current training due for renewal.

In this context, training means the imparting of information and skills to all member 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 supervision. MCCL ensure all staff are trained to the very highest standards.

MCCL ensure that all operatives, site supervisors and managerial staff are properly and adequately trained in relation to the work demanded of them and appropriate to the various contracts undertaken. We also offer further training as part of the Company's on-going Personal Development Plan.

It is MCCL's policy to ensure all staff are recruited with the correct qualifications for the job they have applied for. If any of our unskilled labour force have the capability and desire to learn a particular trade we will offer them the opportunity.

Apprentices

MCCL recognised that there is a national shortage of skilled labour in the construction industry and are committed to encourage and promote apprentices. We offer various apprenticeship schemes through both local colleges and the CITB training board.

Training Courses

Below are some of the training courses available:

Health & Safety

CITB – Site Safety Plus-Health & Safety Awareness
Manual Handling
Fire Warden
Working at Height
Asbestos Awareness
Abrasive Wheels
First Aid
PASMA
NEBOSH
CSCS
Scaffolding Inspection

Trades

Advanced Level Construction Contracting Operations
NVQ Level 2 and City & Guilds in Building Maintenance, Multi-Trade Repairs & Refurbishment
NVQ Level2 in Maintenance Operations
NVQ Diploma in Roofing Occupations
Windowcare

Management

SMSTS
SSSTS
Directors Health & Safety

Environmental

Environmental Awareness



E Salmon
Managing Director
Mitre Construction Company Limited

1st December 2019