

## TRAINING AND DEVELOPMENT POLICY

AlphaFence recognises that its employees are its key resource, in fact its only truly unique resource, and the company is committed to developing its employees through support and training in order that they reach their full potential. The company is committed, through this policy, to ensuring that all employees receive:

- A structured induction upon joining the company.
- Training to meet their own duties required of the Health and Safety at Work Act
- Training to meet the performance levels required of their position.
- Training to prepare individuals for future jobs and responsibilities.
- Training to meet any other statutory or legal requirements.

All employees receive a structured induction, during which a Personal Training and Development folder is discussed and assembled. This Folder will remain with the employee throughout their employment, and will record all training and personal development activities undertaken.

If the company provides opportunities for people on work experience, they will also receive a comprehensive induction, and any training necessary for them to carry out the duties to which they have been assigned.

The company will ensure that each employee's training and personal development needs are periodically assessed and addressed, i.e. needs identified and appropriate training or other action taken within an acceptable period of time. The training needs of all employees will be reassessed annually, or sooner if an urgent training need is identified.

All planned training and development activities are collated annually and form a Company Training & Development Plan. The Managing Director is responsible for allocating an appropriate annual budget for the planned activities. Each activity will be monitored and evaluated to ensure that the standard of training provided is of the highest quality, and is appropriate to the both needs of the individual and the company.

### PERSONAL DEVELOPMENT REVIEW ("PDR")

The company operates an appraisal system for all employees in the form of a PDR. These reviews will be conducted once per year (during the Winter). A PDR provides the opportunity to discuss both past and present performance, and to establish personal objectives for individual employees.

### SKILLS MATRICES

Employees have their training and development needs identified and monitored by means of a Skills Matrix. Skills Matrices are used to highlight the skills that they possess against those that are required of both their current post and any future development planned. These Matrices show both what they are already trained to do, and areas where training is needed to increase the range or level of their skills.

Any training undertaken is logged on the training record within each employee's Personal Development Folder which, in time, will build up a picture of each individual's training and development.

The company believe that the PDR and Skills Matrices are vital for the development of our most valuable resources – our employees. Future growth and success of the company is dependant upon its ability to develop and utilise its employees to their full potential.

### POLICY REVIEW

The Managing Director has responsibility for the implementation, monitoring and review of this policy. This policy will be reviewed annually and its content disseminated to all our employees.

Next Review Date: 6<sup>th</sup> Jan 2011