



Versatile Wood
Flooring Ltd

Training and Development Policy

Versatile Wood Flooring recognises that effective training and development offers benefits to both our staff and the organisation as a whole. We are committed to the support of staff development for all members of staff. The main purpose is to facilitate personal and professional development enabling individuals to achieve their full potential. We wish to support staff in the development of their designated roles and to help them fulfil their potential during the course of their employment. Training and development includes and activity which contributes to the enhancement of employees knowledge, skills, competence, and working practices.

All staff will be able to access staff training and development opportunities and there will be no discrimination towards any staff member on the grounds of sex, marital or parental status, race ethnic or national origin, colour, disability, sexual orientation, religion or age. Involvement in staff training and development will be determined only by person merit, performance and by the application of appropriate criteria.

There is currently a wide range of training and development initiatives. These include induction training, on the job training, one to one meetings, monthly briefings, structured staff development activities, attendance at meetings and conferences and formal training courses.

We encourage the professional development of our staff and will provide assistance under this scheme to enable them to obtain approved qualifications, to undertake approved courses of study and to attend approved conferences. Although assistance will be given wherever possible, the granting of assistance shall be subject to the demands of the organisation and financial approval.

Responsibility for Training and Development

Managers are responsible for ensuring that they have the appropriate knowledge and skills in their area to ensure that business objectives can be met. Where this cannot be developed internally, it may be appropriate to recruit from outside the organisation. Individuals are responsible for keeping their Training and Development record up to date and for applying the learning to their work situations.

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