



RS DUNCAN TRAINING & DEVELOPMENT POLICY

Company Registered in Scotland No 271879

TRAINING AND DEVELOPMENT

At RS Duncan Plant Hire, we believe in doing more than just equipping our staff with the minimum training that they need for their immediate job requirements. In a challenging environment of continuous change, we recognise that it is only through developing our employees that the company will achieve its objectives.

The development of our employees is a fundamental part of our business planning process. In addition to more experienced individuals, we offer opportunities to apprentices, work experience and summer placements. We see great benefit in providing staff with the knowledge and experience they need to gain promotion within the Company.

Training and development can be defined as any activity designed to help individuals become more effective at their work by improving, updating or refining their knowledge and skills. It is a continuous process that encompasses many forms, such as:

- Company Induction
- Formal Courses
- Internal meetings
- Annual Appraisals

Our training program includes safety, technical, IT, environmental, commercial and personal development topics. The scheme operates in close conjunction with our formal appraisal system but has the flexibility to respond to needs identified by individuals or coordinators at any time.

Through the program, we also ensure that our people hold all of the formal accreditations necessary for their field of work.

Our annual staff appraisals are aimed at reviewing performance and at setting goals for career progression. The emphasis is very much on the promotion of personal accomplishment based on experience gained, lessons learned and the aspirations of the individual. Staff performance is assessed against one of the lists of key competencies that we have put in place for each role within the Company. An important element of the appraisal is the agreement of development objectives, from which are derived training needs for the forthcoming period.

The responsibility for identifying training and development needs and carrying out agreed training is shared between the coordinators.

We encourage our staff to show a positive attitude and proactive approach to development. We support individuals who seek to gain relevant professional qualifications and we operate an Approved Training Scheme of Construction Skills.

The outcomes of our training and development scheme are closely monitored and form part of the agendas for our Director/s and Company meetings.

A review of this Training and Development policy will be undertaken annually.

Signed: 
John Duncan
RS Duncan [Plant Hire] Ltd

Date: 1st January 2012

Review Date: 31st December 2012

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RSD 031
TRAINING & DEVELOPMENT POLICY
REVISION DATE:
ANNUALLY 31ST DECEMBER