

Training and Development Policy Statement



We at MSL understand and welcome the need for training of the employees. We actively encourage the learning of new and transferable skills for the Company and beyond.

Inform the Managing Director if you feel that there is a course that would benefit the Company. Supply times, length of course and costs so a swift decision can be made.

The Company is willing to pay for the course. However, if you leave the company for any reason, including dismissal, within 12 months of the course completion date, you will pay in proportion for the course using the following scale:

Less than 3 months after completion of training	100%
3 months but less than 6 months after completion of training	75%
6 months but less than 9 months after completion of training	50%
9 months but less than 12 months after completion of training	25%

It is your responsibility to meet any deadlines, submit any work and complete the course in your own time, making up the time if the course is during office hours. It is unacceptable to read any course material during work, however if there are any extenuating circumstances, inform the Managing Director, the decision will be at his discretion, and the decision will be final.

For the Company records you will submit a copy of any acceptance correspondence, along with a completion date, and a copy of the certificate. This will all be kept securely in "an appropriate filing system" and destroyed either upon leaving or after the time stated in the Data Protection Act 1998 (DPA) whichever is the most appropriate.

A copy of this Policy will be displayed on all premises under the Company's control and brought to the attention of all employees and others working for the Company.

Organisation

It is the responsibility of the Managing Director Justin Mylchreest to ensure that all objectives of this policy are met and upheld.

- He will help with any training where possible, be accommodating to times of courses as long as the time is made back
- Encourage and try to supply source materials in the form of text books if appropriate or the benefit of the company

Arrangements

The following deals with how the responsibilities under 'organisation' will be carried out:

- The Company will monitor and review targets and objectives to ensure compliance with legal and other requirements
- To start proceedings to recover any monies owed if the learner leaves the company within 12 months after the completion date of the course

MSL is constantly striving to encourage, so far as is reasonably practicable, the training of employees that may take part in its operations. We recognise that the success of this Policy depends on the combined efforts of all individuals and to this end will fully support any individual encountering difficulties implementing this Policy.

Signed

Justin Mylchreest – Managing Director

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