



Training & CPD Statement

Aim:

Training can strengthen commitment, motivate staff, cut waste and boost output.

Prompts for training:

- Changes in legislation
- New and revised qualifications for staff
- Accidents/injury
- Professional errors or omissions
- Introduction of new equipment
- New processes/working methods

Suitable people:

All employees, temps and contractors.
Contractors and self-employed should provide evidence of their qualifications to undertake work for which they have tendered

Identifying training needs:

- Staff appraisals
- Questionnaires
- Interview/discussion
- Request/Notification of required training programme

Resourcing:

Provision is made in annual budget.
Training for personnel will be provided both internally and by appropriate providers with recognised awarding organisations approval.
Training opportunities are offered as they become available, and included in annual budget.
A record is kept of training received on the My Training Passport portal.

Signed on behalf of My Training Passport Limited

..... DIRECTOR

Date: 01/07/2024

My Training Passport Limited