



## **Training Policy**

### **1. Introduction**

This Training Policy outlines the principles and procedures for training and development opportunities provided to employees of Carefirst Recruitment Ltd. It aims to support employee growth, enhance job performance, and align individual development with organisational goals.

### **2. Policy Statement**

Carefirst Recruitment Ltd is committed to investing in the development and training of its employees to ensure a skilled, competent, and motivated workforce. We recognise that ongoing training and development are essential for maintaining high standards of performance, adapting to changing business needs, and fostering employee engagement and retention.

### **3. Objectives**

**The objectives of this Training Policy are:**

- To identify training needs and priorities based on job roles, performance evaluations, and organisational goals.
- To provide relevant and effective training programs to enhance employees' skills, knowledge, and competencies.
- To support career development and progression opportunities for employees within the organisation.
- To promote a culture of continuous learning, innovation, and professional growth.

### **4. Training Needs Assessment**

Training needs will be assessed through various methods, including performance evaluations, skills gap analysis, employee feedback, and discussions with line managers and HR representatives.

The results of training needs assessments will be used to prioritise training initiatives and allocate resources effectively.

### **5. Training Programs**

Training programs will be designed to address identified training needs and support the achievement of organisational goals.

Training programs may include, but are not limited to, technical skills training, leadership development, compliance training, diversity and inclusion training, and soft skills development.

Training programs may be delivered through a variety of formats, including instructor-led workshops, online courses, self-paced learning modules, conferences, seminars, and on-the-job training.

## **6. Training Delivery**

Training sessions will be scheduled at times that minimise disruption to employees' regular duties and allow for maximum participation.

Training sessions may be conducted internally by qualified trainers or externally by third-party training providers.

Employees will be encouraged to actively participate in training activities and take ownership of their learning and development.

## **7. Evaluation and Feedback**

The effectiveness of training programs will be evaluated through participant feedback, assessments, and performance reviews.

Feedback from employees and line managers will be used to assess the impact of training on job performance, identify areas for improvement, and make adjustments to future training initiatives.

## **8. Career Development**

Carefirst Recruitment Ltd will support employees' career development by providing opportunities for advancement, promotion, and job rotation.

Employees will be encouraged to set personal development goals and pursue further education, certifications, or qualifications relevant to their roles and career aspirations.

## **9. Training Records**

Records of employee training activities, including attendance, completion certificates, and training evaluations, will be maintained in employee personnel files or HR databases.

Training records will be kept confidential and used for tracking employees' progress, compliance purposes, and future training planning.

## **10. Compliance**

Compliance training on relevant laws, regulations, and company policies will be mandatory for all employees and regularly updated to reflect changes in legislation or organisational requirements.

## **11. Review and Monitoring**

This Training Policy will be reviewed periodically to ensure its effectiveness, relevance, and alignment with organisational goals and industry best practices.

## **12. Contact Information**

For inquiries or concerns regarding training or this policy, please contact [info@carefirst.biz](mailto:info@carefirst.biz) – 0207-034-0550.

## **13. Acknowledgement**

By signing below, I acknowledge that I have read, understood, and agree to comply with the Training Policy of [Company Name].

Signature: \_\_\_\_\_ Date: \_\_\_\_\_