

Training Policy

In order to ensure that both "official" and "on the job" training is correctly managed by Companies, TGF has developed a Training Policy to show the approach taken for both external and internal training programmes.

Clients of our Clients are increasingly asking for demonstration of competence and a Training Policy can be a straightforward way to demonstrating the arrangements in place.

Not having suitable records of Training is also an area where Companies can be "caught out" by the process of Conditional Fee Arrangement ("No Win, No Fee") Civil actions or can fail in Select List Tender applications or other contractual arrangements.

A Training Policy can also demonstrate to Employees (and others) the commitment of the Company to their continuing skills and career development and can also satisfy some other organisational pressures for Continuous Improvement.

Having such a Policy in place can also allow for training records to be safely kept and managed and can therefore be used to create an on-going Training Programme for all Employees.

Tailored to your particular requirements, the Policy can include:

- Health and Safety Induction Training.
- In House Training.
- External Training.
- Supervised Training.
- Equipment Training.
- Manager/Supervisor Training.

Please visit our Website to find out more about the *Health and Safety Services* we offer.

You may contact us as follows:



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