

# Training & Development Policy

## Statement of Intent

JB Structures (“the Company”) considers its employees its most valuable asset, therefore will train, develop and provide learning opportunities for our employees to increase their knowledge, skills and development, strengthening JB Structures through the development and investment in our workforce. The investment in learning, training and development of our workforce allows us to achieve our corporate objectives and targets whilst providing our employees with the opportunity to commit to their own personal learning, competence and development within the Company.

For the delivery of training and development, JB Structures aim to:

- Identify learning, training and development needs of our workforce, to ensure they are able to meet the current and future requirements of our operations and activities
- Provide staff with the learning, training, knowledge, skills and experience to complete operations and activities safely, delivering our products and services proficiently
- Encourage personal development and learning by employees to meet the current and future needs of the Company
- Deliver proactive training and development at the right time, in the right place and in a method that suits the learning needs of the employee
- Support the attainment of specific external professional qualifications in line with the needs of the Company, including National Vocational Qualifications [NVQ] and Higher National Diploma [HND] and Degree further education programmes
- Ensure our workforce hold or are actively applying for CSCS, CPCS, or Recognised Equivalents [United Kingdom] striving for 100% workforce compliance

JB Structures recognises that providing training, maintenance of knowledge and development of skills and experience is essential to the delivering success. To deliver Company objective and targets, a culture of zero defects, accidents and impacts and a sustainable business, training will need to be delivered to meet the following requirements:

- Health, safety and environmental compliance, including legislative requirements;
- Business strategy, current and future needs and develop a competitive advantage;
- Ensure our employees are competent to meet their roles and responsibilities;
- Supporting an individual’s personal learning and development to fulfil their potential, and enable the Company achieve its aims;

All training and development activities for JB Structures will be co-ordinated by the Contracts Managers and Health and Safety Manager. Divisional Operations Directors, Contract Managers, Project Managers and Project Supervisors are directly responsible for identifying the training needs within their operations and activities.

To ensure JB Structures can identify the business training and development needs, the training and development records it holds must be accurate, updated regularly and all copies of all training completed and associated certification supplied for record. New employees to JB Structures must supply records of their training achievements to the Contracts Manager.

To ensure and confirm competence of an individual for their proposed roles and responsibilities, training records must be supplied in the following forms:

- Academic certification

- Training certification
- CSCS, CPCS, CISRS cards or recognised equivalents
- Curriculum vitae and references [optional evidence confirming experience]; Competence will not be assumed; evidence or verification must be provided

Applications for training and development are co-ordinated via the HSEQ Department and managed by the Health and Safety Manager. This ensures training requirements are managed and co-ordinated, the business needs and training trends are identified, attendance and performance monitored, and training records are updated and held centrally on completion. To ensure all training is completed in line with business and Project needs.

The development of competence of an individual is an ongoing process taking in to account the experience in the job and acquiring skills, knowledge and training through lifelong learning. In some circumstances, there will be an obligation on employees to remain in the employment of JB Structures for a set period after training has been undertaken or refund the training costs in line with training cost agreement.

JB Structures has developed and maintain a 'Training and Skills Matrix', to providing the minimum competence requirements of an employee in line with their roles and responsibilities, assisting in the identification of the training and development needs of our employees. Through setting the minimum competency requirements of employees, provides the baseline training and development programme for employees developing towards a specified role.

For all employees, a review of an individual's competence will be completed and training needs identified through:

- Reviewing the existing qualifications and training attained by an individual. This will be reviewed in line with the competency requirements of their roles and responsibilities;
- Identification of any training needs through the review of training and development records of individuals against the JB Structures Training and Skills Matrix;
- Confirming the individual has at least a basic understanding of the risks involved in construction work. This could be confirmed if the individual has passed a CITB health and safety test or holds a CSCS, CPCS, CISRS card or recognised equivalent;
- Ensuring a CSCS, CPCS, CISRS card or recognised equivalent is held by the individual, as evidencing the individuals' competence within the recognised industry scheme. The card is issued should be specific to the operations being completed. This is a mandatory requirement for scaffolding and high risk occupations;
- For plant operators, an approved training competence card must be held [e.g. CPCS card] and must be specific to the item of plant to be operated [e.g. 360 Excavator]. New operatives must be monitored by a competent person to identify the ability level of the operative. This could include operating machinery in a controlled and segregated work area, completion of basic or low risk activities or close supervision by a competent person to ensure operational control is suitable and sufficient for the tasks employed;
- Reviewing an individual's task based knowledge through onsite supervision, monitoring and review. Through monitoring an operatives behaviors, methodology and work, a baseline view can be formed of the operatives capabilities and competence;
- Review and confirm the experience and working records to establish the individual is capable of doing the work;
- Confirm the individual recognises their own limitations, an appreciation of the risks involved in completing the works, the control measures required and an understanding of the safe systems of work;

- Continual review of the quality and output of an individuals or groups work, to ensure the level of knowledge and skill remains relevant or appropriate to the task;
- Identify training and development needs through review of performance, communication and discussion to identify development opportunities and areas or progression and 'up skilling';
- Where Company procedures identify, perform yearly performance reviews and appraisals to identify learning opportunities.

To assist in the identification and management of the training and development of JB Structures employees, management and supervisory teams have a key role in the process and have roles and responsibilities to ensure those persons they employ, manage and supervise are competent, trained and developed to deliver the needs of the Project and Company. A summary of the roles and responsibilities are:

- The Senior Management Team will communicate to their operational teams that training and development of employee competence, knowledge, skills, experience and learning is of paramount importance to the JB Structures in achieving its business goals and objectives, compliance with current health and safety legislation and that their employees are an asset that should be managed and developed;
- Departmental and Project Management Teams are responsible for ensuring that individuals receive the necessary training and development to enable them to carry out the roles and responsibilities in a competent, effective and safe manner. Through delivery and review of their operations, identify individuals and assist individuals in providing opportunities to develop, learn and maximise their potential to the fullest extent;
- Management and Supervisory Teams will carry the fundamental responsibility for ensuring individuals hold the competence required to perform their role. This will include:
  - Inducting individual employees into the team, their role and Project using the current induction protocol, as appropriate;
  - Assistance in the collation of relevant training records and evidence of employees, development and maintenance of Project training matrix for the Project workforce, including CSCS card details and supplying training records to the HSEQ Department for central collation of training records;
  - Assessing individuals training and development needs in line with the Company Training and Skill Matrix, and where necessary identification and communication of training needs to the Group Training and Development Manager for action;
  - Ensuring time for training and development of employees is accommodated in the delivery of their operations;
  - Develop themselves as managers and employees in the broader business context;
  - Liaise with the HSEQ Manager, HSEQ Advisor to ensure clear channels of communication and management of training and development need of their operations.

Our employees have a key role in learning and development, and where training and development opportunities are provided, we request the following commitment from our employees:

- Supply and provide evidence of competence, training and development completed to ensure records of competence are maintained and representative;
- Maximises the opportunities available by attendance, participation and provide feedback in training and development
- initiatives and programmes;
- Seeks opportunities for personal development and learning;
- Share knowledge gained, demonstrate newly acquired knowledge, skills and attitudes in the workplace;

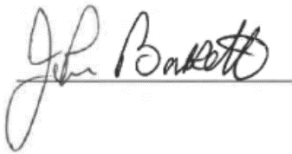
- Maintain their own level of skills and competence, alerting management if further training is required

JB Structures provides bespoke and formal structured training courses, using external providers and internal trainers, as appropriate. External training will be completed by suppliers accredited by the appropriate training and / or awarding body for the training or development programme. Through industry accreditation, external training providers are authorised to deliver training to fixed standards and training criteria, are audited, monitored and approved to deliver the appropriate training, therefore through the use of accredited providers, JB Structures ensure all candidates receive the appropriate standard of training.

Formal Training and Development programmes as further supported by during the completion of Projects through the delivery of topic and task specific tool box talks, awareness training sessions, on the job learning through partnering of inexperienced operatives with experienced competent operatives.

JB Structures is committed to the active promotion and implementation of the highest standards and service to our stakeholders, based on a culture of zero defects, accidents and impacts, whether they are to people, product, property, plant, equipment, the local communities or the environment. Our employees are key to the delivery of this commitment, and through this Training and Development Policy we aim to provide them with the training, development and learning opportunistic to fulfil their potential and enable the JB Structures to achieve a competitive advantage and a sustainable business.

SIGNED:



DATED: 16/04/2019

John Barrett (Director)