



Continuing Professional Development (CPD) of Employees Policy

Construction and Plant Assessments Ltd (CPA) policy refers to the company's learning and development programs and activities. In the modern competitive environment, employees need to replenish their knowledge and acquire new skills to do their jobs better. This will benefit both them and the company. We want them to feel confident about improving efficiency and productivity, as well as finding new ways towards personal development and success.

Purpose

This policy applies to all permanent, full-time, or part-time, employees of the company. Employees with temporary/short-term contracts might attend training at their manager's discretion.

This policy doesn't cover supplementary employees like contractors or consultants but may include sub-contractor employees and associates in relation to corporate training only.

Policy Elements

It's an employee's responsibility to seek new learning opportunities. It's CPA's responsibility to facilitate the coaching of their employees and identify their development needs. It is the responsibility of HR to review requests for employee development and sanction agreements and payments.

CPD Records for CPA Staff

All staff under their service level agreement are required to use the company's CPD log to record and monitor all CPD activities of which they have undertaken stating the purpose and effectiveness of the development. It is company policy that all staff consistently update their CPD and ensure it is submitted to the Director on a monthly basis so that the records can be checked for validity before being stored within their personnel file. This will then contribute to any further decisions that are required to be made on further development and training.

What do we Mean by Training and Development?

In general, we approve and encourage the following:

- Formal training sessions (individual or corporate)
- Employee Coaching and Mentoring
- Participating in conferences
- On-the-job training
- Job shadowing
- Job rotation



As part of our learning and development provisions, we can also arrange for subscriptions or educational material, so employees will have access to news, articles and other material that can help them become better at their job. There are two conditions for this:

- Subscription/Material should be job-related
- All relevant fees should not exceed a set limit per person

This list doesn't include software licences or other tools that are absolutely necessary for employees' jobs.

Individual Training Programmes

All employees that have satisfactorily completed their probationary period are eligible to participate in external training programs individually or in teams. Employees may have to bring proof of attendance and produce copies of certification if relevant on completion. These can be identified through the staff appraisal process which are conducted on an annual and or a request that can be made from the individual, team Manager or Director

All trainings should consider what employees need and how they can learn best, however, engaging in an apprenticeship where appropriate will be the first consideration. However, we encourage the consideration of multiple training methods like workshops, e-learning, lectures and more.

Corporate Training Programs

We occasionally engage experts to train our employees. The company will cover the entire cost in this case, and it will be open to sub-contractor employees and associates.

Examples of this kind of training and development are:

- Equality & Diversity Training
- Safeguarding Training

This category also includes training conducted by internal experts and managers.

Examples are:

- Training new employees
- Training teams in company-related issues (e.g., new systems or policy changes)
- Training employees to prepare them for promotions, transfers, or new responsibilities

General Guidelines:

- All eligible employees are covered by this policy without discriminating against rank or protected characteristics.
- Managers should evaluate the success of training efforts. They should keep records for reference and better improvement opportunities.



- All employee development efforts should respect cost and time limitations, as well as individual and business needs.
- Employees should try to make the most out of their training by studying and finding ways to apply knowledge to their work.
- Employees are encouraged to use up their allocated training budget and time.

Employees wanting to attend external training sessions or conferences should:

1. Identify the need for training.
2. Discuss potential training programs or methods and come up with suggestions which may include briefly presenting their proposal. They might also have to complete a form.
3. Director researches the proposal, with attention to budget and training content.
4. If approved by the Director, arrangements for dates, accommodation, reserving places etc. will be actioned
5. In cases where the company doesn't pay for the training directly, employees will have to pay and submit invoices or receipts.
6. If an employee decides to drop or cancel training, they'll have to inform the Director immediately. They'll also have to shoulder any cancellation or other fees.
7. In cases where training ends with examination, employees are obliged to submit the results. If they don't pass the exam, they can retake it on their own expense.

Generally, CPA will cover any training fees including registration and examination (one time). They may also cover transportation, accommodation, and personal expenses. This is left to the discretion of the Director, if they decide to cover these costs for the employee, they should make arrangements themselves (e.g., tickets, hotel reservations) and submit all relevant receipts and invoices to the Finance Manager.

If employees want subscriptions, they should contact the Director who will authorise the subscription and preferably set up the subscription. In some rare cases, they might give formal approval to employees so they can do it themselves. Once, the subscription is agreed the Finance manager should be notified.

Director's responsibilities also include:

- Assessing training needs
- Maintaining budgets and training schedules
- Assisting with learning and development activities and strategies
- Promoting corporate training programs and employee development plans
- Calculating learning and development KPIs and agreeing Personal Development Plans