Key Stage Teacher Supply

Training Policy

PURPOSE
The purpose of this procedure is to control the activities associated with the training of KEY STAGE TEACHER SUPPLY staff to more adequately be able to perform the duties required of them.

SCOPE
This procedure establishes the responsibilities and describes the activities associated with the recording of the qualifications and experience of staff and the instigation of any specific training requirements for staff to enable them to more adequately perform the duties required of them and/or expand their expertise to the benefit of KEY STAGE TEACHER SUPPLY and its customers.

PROCEDURE NOTE
For the purposes of this procedure the term Manager means the appropriate Project Manager or Document Control.

Before commencement of work all employees will be given a KEY STAGE TEACHER SUPPLY company induction. This is to ensure that all relevant competencies are provided and relevant information e.g. Medical information, Drugs and Alcohol, Quality Assurance and Health, Safety & Environmental policy statements are read, understood and recorded.

Document Control is responsible for maintaining records of all qualifications and experience obtained and any training undertaken by Company staff. These records are noted on personal training logs and copies of any certificate Key Stage Teacher Supply etc. are held in personal files.

The information provided by the employee might also be entered into the company training database; the information captured will be monitored to ensure that qualifications and competencies are kept up to date. Copies of Certificates and Permits will be provided to the Training Department and entered into the company training database and filed.

Where specific training needs are identified for specific duties e.g., using specific equipment, changes in legislation etc., the Manager arranges this if it can be accomplished by in-house training or via external training providers.

The Managing Director is responsible for arranging or recommending any training of staff in Health, Safety, Environmental and Quality assessing.

The Managing Director ensures that all Managers and staff are suitably qualified and trained to carry out the duties expected of them and any personnel who may be required to carry out the duties of a Manager or Supervisor are suitably trained.

The Managing Director ensures that all Managers, consultants and Staff receive instruction in the Company Management System Policies and the procedures they are required to work to.

On satisfactory completion of the training or instruction, the Managing Director ensures the employees training records are updated accordingly.

A skills and competency matrix will be maintained for all staff employed by KEY STAGE TEACHER SUPPLY and will be kept on the company server.