



Learning & Development Policy

Purpose

Tate Consulting Engineers are committed to the learning and development of all staff to ensure they are equipped with the appropriate skills to meet business needs and to realise individual potential.

Tate Consulting Engineers will ensure that the provision of all learning and development is based solely on the needs of the company to develop skills and increase knowledge.

Aims:

- To ensure that all training is aligned to business needs
- To ensure equal access to learning and development opportunities for all staff
- Provide professional and technical skills development in accordance with CIBSE and or equivalent institutes CPD guidelines
- Support and encourage individual career development

Objectives:

- Enable our staff to deliver what our clients want
- Achieve a balance between improving knowledge and developing appropriate skills and behaviours
- Make clear the standards Tate Consulting Engineers requires from its staff and our way of working
- Enhance knowledge sharing across the company
- Improve performance

Line Managers will:

- Be responsible for identifying learning & development needs within their department and ensuring that all training delivery meets with internal company needs and plans
- Ensure that all staff are aware of the learning & development policy and opportunities that are available to them

HR Representative will:

- Support Line Managers in analysing training needs and the provision of training solutions
- Manage the process of recruiting and monitoring external providers of training solutions
- Evaluate training design and delivery to ensure that learning objectives are being met
- Keep training activity under review to ensure that it continually meets business needs
- Provide support for professional qualifications in accordance with the professional funding process
- Develop programmes designed to meet business needs

All Staff will:

- Take individual responsibility for identifying their own learning and development needs to meet business objectives
- Take individual responsibility for ensuring that their own training needs are met

CPD Requirement:

Staff are responsible for keeping their own CPD record as required by the CIBSE and or equivalent institutes CPD programme. A department CPD log book is available on the Admin Drive under CPD for individuals to record CPD information.

Signed.....*Shane Tate*.....

Shane Tate, Managing Director
Tate Consulting Engineers

Dated.....04/11/08.....