

# TRAINING POLICY

## NORTHGATE

### Vehicle Hire

1. We acknowledge the essential need to provide appropriate and systematic training and development for our employees. All employees will be encouraged to maximise their potential to achieve job satisfaction and reach the highest standard of efficiency and competence.
2. It is our policy to provide a programme of induction training for new employees. The basis of this will be 'on-the-job' training, supervised by the immediate Supervisor or Manager.
3. Further development is normally achieved by experience, with which knowledge and capability is extended. This may be aided by appropriate formal training (external or in-house), in accordance with regularly assessed training needs.
4. An individual may be included in training programmes in one of the following ways:  
By the recommendation of their immediate Manager because of a requirement for a training need relating to groups of employees arising from legislative, technological or similar external factors which require additional specialist expertise.
5. It is our policy to ensure that special attention to safety training is provided, both at the induction stage and subsequently.
6. Employees are encouraged to benefit from attaining National and Scottish Vocational Qualifications (NVQ's and SVQ's) further education facilities which provide additional knowledge and/or qualifications relevant to their work. Accordingly, financial assistance may be provided in connection with attendance at approved evening classes or in the assessment and registration for a vocational qualification.
7. In order to carry out this policy, we will allocate sufficient resources to achieve the objectives set.