

RJ Power Connections Limited is committed to ensuring that all employees have access to learning, development and training opportunities which enable them to be knowledgeable and skilled to perform in their current roles, but also to develop their talents in ways that align with the overall company's development for achieving its strategic objectives. As it is important to maintain a balance, decisions regarding employee investment and training will always consider both the needs of the business and the aspirations of an individual.

We regularly review investment levels for training and development to ensure that not only are adequate resources being provided but that all activities being undertaken provide a benefit to both the individual and the business.

Training and development can be defined as any activity designed to help individuals become more effective at their work by improving, updating or refining their knowledge and skills. It encompasses a range of activities including, for example, involvement in various projects, attendance at training courses, conferences or seminars, visits to other organisations, work shadowing, formal study, coaching and mentoring.

RJ Power Connections aims to ensure that:

- Each member of staff understands the expectations of their job role;
- Each person is developed as appropriate, to enable them to achieve their work objectives;
- Staff are prepared and equipped to deal with changes within the RJ Power Connections business.

We strongly believe that effective training and development benefits the individual and the business as a whole and contributes to the achievement of our business objectives. These benefits include:

- High standards of work performance;
- Greater understanding and appreciation of factors affecting work performance;
- Sharing ideas and good practice;
- Effective management and implementation of change;
- Building strong and effective teams;
- Increased motivation and job satisfaction for individuals;
- Professional development;
- Greater understanding of the RJ Power Connections business.

Employees and Contractors will be required to hold certain competencies and requirements for their roles and responsibilities (Mandatory and Project Specific Training) for works undertaken by RJ Power Connections to meet contract requirements.

This policy primarily applies to employees of RJ Power Connections; however, we will offer direct Subcontractors training that is mandatory / project specific and is required for them to carry out the tasks they have been contracted to work on if deemed appropriate.

Additional training requirements will be discussed at the individual's annual performance reviews or during subcontractor contract review meetings. The purpose of these meetings is to identify Mandatory or Developmental training activities, to help develop the individual in their role and to meet business requirements.

If RJ Power Connections provides training or assessments for the individual for either the company's requirements or the individuals personal development, and the individual does not remain with the company for a minimum period, the costs associated with that training can be considered recoverable, as detailed below.

Individuals will be advised, prior to the booking of any training, whether it is regarded as Mandatory / Project Specific or Developmental, so they are aware of which of the below conditions apply.

Mandatory / Project Specific Training

The cost of Mandatory and Project Specific Training for individual's working for or on behalf of RJ Power Connections is non-recoverable.

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Developmental Training

The total costs incurred will be deducted on a sliding scale from the date of the training / assessments to the final date the individual leaves the company. This will be based on:

- 100% of costs if leaving within 12 months;
- Every 30 days the pay back will reduce on a sliding scale from the start of the training, up to 18 months.

Any training courses that exceed £1000, the individual will be required to remain working with the company for 24 months. The sliding scale will change to:

- 100% of costs if leaving within 12 months;
- Every 30 days the pay back will reduce on a sliding scale from the start of the training, up to 24 months.

Signed:



Glenn Rowatt

Managing Director – RJ Power Connections Limited.

October 2019

I agree to abide by the above terms and conditions of the above Policy:

Print:

Signed:

Date:

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