



Aquatic Control Engineering

Training and Development Policy

Date Reviewed: 04/09/2023

Next Scheduled Review: 04/09/2024

1. Training and Development Policy Statement

Aquatic Control Engineering Limited is fully committed to ensuring that all employees have the relevant knowledge, skills and expertise to perform their work to consistently high standards, ensuring each employee reaches their full potential. We recognise that the training and development of our staff is fundamental to the improvement of our operational performance. Aquatic Control Engineering Limited will therefore ensure that training and development is an integral part of our operation, to ensure this end goal is achieved in a confident yet safe manner.

2. Training and Development Responsibilities

The responsibility for employee development is shared by the individual, managers and ACE.

- ACE employees are encouraged to take responsibility for their own work-related learning and career development. They are also encouraged to assist others in their development.
- Managers are responsible for identifying, enabling and approving professional development activities based on the priority of their work unit.
- ACE is responsible for providing opportunities, resources and tools so that staff can become competent in their roles and achieve their career aspirations.

3. Training and Development Arrangements

Identifying development needs

An employee's learning and development needs are primarily identified through the performance cycle and are captured in the employees PDR Process.

Approving professional development: criteria

The professional development activity must:

- a) Be relevant to the employee's current role or to the functions they may reasonably be expected to perform
- b) Match and support the staff member's capability
- c) Addresses identified needs or support organisational initiatives, including
 - the employee's current and/or future needs
 - the work team's designated priority needs
- d) Be a suitable investment, considering
 - available funds
 - Other staff needs
 - Other cost-effective ways to meet the developmental need (on the job learning and internal development activities should be considered before exploring external developmental activities)
- e) Be transferable to the workplace.

Career development

ACE encourages all staff to take responsibility for their own career development.

ACE's primary focus is on assisting staff members to build competence in their current role and aims to provide staff with the opportunities to achieve their career aspirations.

The manager plays a key role in the staff member's career development by

- setting performance and behavioural expectations (what and how)
- identifying development needs
- providing regular feedback on the staff member's performance and development

ACE will plan, provide, update and review all Health and Safety training requirements.

ACE will also plan, provide, update and review training for its employees and appointed subcontractors during the quarterly management reviews to ensure quality and competence is maintained for all of its associated works and projects where reasonably practicable.

All employees are also responsible for identifying their own training requirements. This will be governed by specific project requirements and refresher training where necessary.

All new staff will receive appropriate induction training. This will include the identification of appropriate training and development needs.

4. Training and Development Records

All training records will be kept in each employee's personnel portfolio, and further records will be kept in the ACE Training files, maintained by the HR representative.

Signed:



Stephen Randall (Managing Director)