

The logo consists of a solid orange rounded rectangle with the text "production:av" in a white, lowercase, sans-serif font centered within it.

production:av

Production:av Ltd

Training Policy

July 2008

Training Policy

Production:av values the training and advancement of its employees for the following reasons:

- Ensures Staff are safe and competent.
- Shows the company's commitment to the staff.
- Ensures we are able to deliver a high standard to our clients.
- Helps maintain workforce Loyalty.

Production:av works with the various sources of training to assess and implement suitable training, such as Train To gain and the Infocomm Academy.

Methodology.

There are two main approaches Production:av takes to training:

- Staff Led- where a member of staff believes there would be value in undertaking training, and brings this to the attention of the company
- Company Led - where the business offers training that is required or considered appropriate.

Staff Led training.

Where a member of staff believes they should receive specific training, or that they believe it would add value to the company, they should submit an application to their line manager for the training. The application should outline the training type, the reason for the training, and what benefits it could bring. Also if possible they should include details of the cost and time scales.

Company Led.

Where the business believes that an employee should receive specific training, then the employee's line manager will outline the training on offer, and the expected outcomes, as well as the time and date of the training.

In all instances where the company provides training for the employee, either at their request or the company's requirement, then the company asks that the employee undertakes to attend the training in a timely and business-like manner. Should non-attendance at a paid-for course occur, unless the employee can demonstrate suitable and sufficient reasons for failure to attend, then the company may look to recover any expenses attached to the non-attendance. Where appropriate Production:av will reimburse any and all reasonable out-of-pocket expenses incurred in the training. Should the employee desire additional learning and teaching aids, then where reasonable, Production:av will endeavor to supply these.