



SOP29: TRAINING POLICY

The policy of *Corrigenda Ltd* is to develop and train all employees to a suitable level of competency to enable the proper delivery of all services.

Management Responsibility

Training needs will be determined in accordance with legislation and company policy and properly implemented, monitored and reviewed.

Proper resources will be allocated to ensure adequate training is undertaken by employees at all administrative and operative levels. These will include budgets, resourcing of courses, release time, administrative control and reviews to ensure training is effective in providing the skills needed to meet performance requirements.

Employee Responsibilities

Employees are expected to co-operate in the assessment of their training needs and the evaluation of the training received.

A written record of training received is to be maintained by all employees and made available for inspection and review when requested.

The named person below has overall responsibility for dealing with all Training requirements

Name: *Paul Spencer*

Position: *Director*

Signed: *[Signature]* (Principal)

Date: *30/05/08*