

## 1. Training

1.1 Training is provided to UK Car Park Management Ltd's employees in order to increase their knowledge and skills. This has the advantage to UK Car Park Management Ltd of greater efficiency and skills, and for the employee it means new opportunities and prospects.

1.2 Induction training will be given to each employee and will include awareness of UK Car Park Management Ltd's policies and procedures to enable employees to understand what is expected of them in respect of their duties and behaviour at work, for example, UK Car Park Management Ltd's Health and Safety Equal Opportunities policies and its Disciplinary and Grievance Procedures.

1.3 UK Car Park Management Ltd will continually review and update training courses and procedures and will ensure that training courses and materials are free from bias and do not infer discrimination.

## 2. Training and Development Meetings

2.1 Each employee will have a one to one confidential meeting with their manager or supervisor at least once a year at which they will be given the opportunity to:-

- Give their comments and views on their performance and potential, to propose ways of increasing, if appropriate, their contribution to UK Car Park Management Ltd and to procure UK Car Park Management Ltd's assistance in achieving this.
- Agree the appropriate methods of improving their performance and meeting their development needs.

2.2 Managers and supervisors are responsible for checking that for such meetings timetables are strictly adhered to, notes of meetings are recorded and kept on the particular employee's Personnel file and action is taken on commitments made at the meeting.

## 3. Staff Training

3.1 Health and Safety training is an essential part of UK Car Park Management Ltd's Training Policy with courses being made available to employees.

3.2 UK Car Park Management Ltd operates a rolling programme of management staff training, particularly performance management and appraisal training so as to enhance management skill generally.

3.3 With UK Car Park Management Ltd's assistance employees participate in the preparation of their own development and training plans both long and short term.

## 4. Career Development

4.1 UK Car Park Management Ltd is committed to ensuring that employees are provided with opportunities to develop their potential and skills.

4.2 UK Car Park Management Ltd will ensure that its policies on training and promotion are continually reviewed and updated and that its policies make it plain that training and promotion are open to all suitably qualified and experienced staff, irrespective of disability, marital status, sex, race, colour, nationality, ethnic origin, sexual orientation, age, religion or political opinion.

## 5. Job Satisfaction

5.1 All employees are encouraged to consider development to higher grades. UK Car Park Management Ltd will not stereotype ideas linking certain groups of people to certain jobs and will wherever possible enrich jobs to increase its employees' job satisfaction and prospects.

5.2 UK Car Park Management Ltd will ensure that jobs which may traditionally be associated with certain groups of people, for example a man's job or a woman's job, are identified and consideration is given as to how these jobs can be filled by members of any group and of either sex. UK Car Park Management Ltd will also take action to improve both job satisfaction and career progression.

## **6. Benefits, Facilities and Services**

6.1 UK Car Park Management Ltd will clearly define within their contract of employment all of the benefits, facilities and services to

which each of its employees are entitled and ensure that they are made available to all staff, regardless of their race, colour, religion, disability, nationality, ethnic origin, sex, age or marital status.

6.2 Managers and supervisors are responsible for checking that all benefits, facilities and services to which UK Car Park Management Ltd's employees are entitled are in fact available to them. They must also check that appropriate steps have been taken to ensure that all premises are accessible to disabled people. Managers and supervisors should consult the Human Resources Department if in any doubt as to whether steps should be taken in this regard.

## **7. Advertising**

7.1 UK Car Park Management Ltd will train, develop and promote employees on the basis of merit and ability. It will also provide suitable and relevant training in its policies and procedures as necessary for all staff, including managers and supervisors and staff recruited locally. In particular, staff are referred to UK Car Park Management Ltd's Equal Opportunities Policy.

7.2 Where vacancies are advertised both internally and externally, UK Car Park Management Ltd will continue to ensure that such advertising, both in placement and content, is compatible with the terms of this Training and Local Employment Policy and with UK Car Park Management Ltd's Equal Opportunities Policy.

7.3 UK Car Park Management Ltd will scrutinise carefully the wording of advertisements to ensure that any hidden discrimination or sexually or racially offensive wording is avoided.

7.4 UK Car Park Management Ltd also encourages the recruitment of local personnel. Every effort will be made to ensure that the advertisements are placed in local newspapers and publication.

## **8. Training Opportunities at UK Car Park Management Ltd**

8.1 UK Car Park Management Ltd is a committed training organisation which employs a number of trainees. It is also committed to the continual re-evaluation and training of all existing members of staff .

8.2 Many of UK Car Park Management Ltd's staff have been recruited either through local labour initiatives or by UK Car Park Management Ltd's own efforts to engage people to work directly for UK Car Park Management Ltd.

8.3 UK Car Park Management Ltd co-operates with local agencies to provide employment and training for local people.

8.4 UK Car Park Management Ltd will consider requests from staff for training and accreditation, for example in relation to the following:-

- National vocational qualifications (NVQs)
- Higher education such as degrees and diplomas.
- Access to relevant accredited training schemes for those staff who wish to further their career within the company.

8.5 UK Car Park Management Ltd will consider applications for sponsorship, professional development and training schemes on an individual basis.

8.6 UK Car Park Management Ltd is an equal opportunities employer and as such will engage suitable trainees irrespective of disability, marital status, sex, race, colour, nationality, ethnic origin, sexual orientation, age, religion or political opinion.