



**WADE**

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# Training & Development Policy

John Wade Groundworks Ltd  
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Approved By: John Wade, Managing Director

Note: Reissued under new version control system. Previous version dates not recorded.

## Training & Development Policy

Wade Group is committed to delivering quality services through its employees and will endeavour to ensure that they receive up-to-date, relevant and effective training and development in pursuit of the highest levels of competence and quality at all times. We recognise the importance of their continuous development in:

- Helping you to improve and develop performance in your present role.
- Preparing you for future roles and career development.
- Enabling you to adapt to meet the changing requirements of the industry
- Maintaining and enhancing the quality of service in all areas.

Under this policy Wade Group will:

- Regularly and actively take steps, via appraisal and other appropriate means identifying training and development needs for its employees.
- Within available resources, provide/assist employees with opportunities to participate in further training and development.
- Evaluate the benefits and effectiveness of investments in training and development activities.

Wade Group will expect staff to:

- Co-operate and participate identifying their training needs.
- Attend and fully participate in any activity which has been agreed as relevant to their development.
- Actively put into practice the new skills and knowledge gained through training and development activity and participate in any related evaluative measures.

The main opportunity to discuss training and development needs will be during annual appraisal and associated follow-up meetings. However, any development and training issues can be raised at any time during the year by any employee.

### **Our Commitment to Standards**

There are certain roles, responsibilities and skills that Wade Group considers mandatory for employees to be involved in - these areas are:

At the commencement of employment all employees will be fully inducted in their role which will include the Company's Health & Safety, Quality, Environmental, Equality and Diversity, Corporate Social Responsibility and Anti-Bribery Policies.

Under our on ongoing training programme:



- A culture of CPD training is recognised and our Management Team will continue to further their knowledge.
- Managers are required to achieve and retain the SMSTS qualification.
- Foremen are required to achieve and retain the SSSTS qualification.
- All operatives are to achieve CSCS qualification.
- CPCS (plant) qualified as required for their trade.
- CISRS (scaffold) qualified as required for their trade.
- Selected operatives to be First Aid Trained.
- All operatives to undertake ongoing Health & Safety Training as required by Wade Group.
- All operatives to take part in on site Tool Box Talks as required by Wade Group.
- All operatives to be DBS checked.
- Any specific training required by the operative/employee which will also benefit the company will be discussed and arranged if practical.
- All Apprentices will be encouraged and supported to complete their training throughout their apprenticeship.

Where industry standards are recognised, training and evidence of competence will be pursued to meet or exceed the standards through recognised competency schemes or demonstrably equivalent provisions.

Records of training and achievement will be securely kept and maintained by the Training Manager, Kim Lofthouse.

This policy shall be formally reviewed at least annually.

Signed:

John J Wade  
MEng (Hons)/ SMSTS  
Director  
Dated 01.10.2025



## Revision History

<b>Version</b>	<b>Date</b>	<b>Description of Change</b>	<b>Author</b>	<b>Approved By</b>
1.0	01.10.2025	Reissued under new version control system. Previous revision dates unknown.	J. Wade	J. Wade