

## **Staff Training and Development Policy**

### **Our Policy**

To establish competence and provide training to all staff within C.S. Todd & associates Ltd (CSTA) on a regular and continuous basis to ensure skill levels are maintained at the highest level.

### **How This Is Achieved**

Basic training is controlled to ensure each employee within CSTA has received adequate training within the disciplines in which they are expected to work and the Company's ISO 9001 Quality Management System.

Previous education, experience and training is evaluated by Senior Management at formal review meetings and base skills established.

Competence is established and monitored through supervision and routine evaluation of output (checking of deliverables).

Records of training are maintained for each person within CSTA.

### **Responsibilities/Training Requirements**

#### **1. Scope**

To define the procedure for assessing competence and identifying the skills/training requirements of personnel employed by the company.

#### **2. Job Function Skill Needs**

CSTA generally only employs personnel who have the necessary educational qualifications and experience within the industry. However, all employees will be required to undergo training in the practices employed.

For each area of the business the level of competence and the necessary skills/training required have been identified. These are used in assessing prospective employees during recruitment.

#### **C.S. Todd & Associates Ltd**

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Certificate Number 860  
ISO 9001

Each employee is evaluated against these requirements to ascertain their level of responsibility and authority within the company, with respect to particular job functions. Where they are considered competent, they will be given the freedom and authority necessary to carry out that job function.

### **3. Induction Training**

All new employees receive formal induction training. This will normally be given by a Director.

### **4. Skills Evaluation/Identification of Training Needs**

The skills, experience and training of each employee is to be assessed periodically (typically once a year either at the employee's annual appraisal or during the Management Review). As part of this process, the need for additional training will be considered.

Competence requirements will be considered when an employee starts work or when their job function is altered so that they are required to undertake work involving new or different skills. In these cases, competence is to be assessed. This may be achieved by one or more of the following methods:

- Recognition of skills by external agency involved in providing training (e.g. training certificate).
- Supervision of on-site work.
- Scrutiny of deliverables.

CSTA places great importance on continuing professional development (CPD). On joining the company, individual objectives are set on induction. This follows discussions between the employee and the director(s) involved in the induction. Objectives will be set based on the experience of the individual, their job functions, particular interests and necessary areas for development.

All staff are required to submit a yearly record of CPD undertaken within that year. The nature of the CPD undertaken will depend on the individual staff members, as they all have different objectives. However, the CPD records maintained by all staff are reviewed on an individual basis at the time of annual appraisal. Directors will review the CPD undertaken, and discuss strengths and weaknesses with the individual staff member. Targets and objectives are then modified as appropriate to

Technical team meetings will be held to encourage sharing of knowledge, best practices, key client information and disseminate CPD findings. Furthermore, we hold an annual company CPD event where major clients, key contracts and working practices are all discussed.

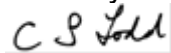
Technical updates, guidance and changes in British Standards are disseminated to the technical team on a regular basis.

We hold regular CPD technical training days for our consultants. As part of CPD, copies of new or revised British Standards are circulated to the consultants or summaries of key standards are circulated by our Managing Director. Changes in legislation and guidance are also dealt with in this way and, where necessary, supported with specific training via Teams.

It is our policy that consultants undertaking fire risk assessments are listed on the Institution of Fire Engineers (IFE) Register of Fire Risk Assessors and Auditors, and all of those undertaking risk assessments are either listed or, in the case of the most recently employed consultant, have applied. Persons listed on the Register must have demonstrated their competence to the IFE, and this is based on objective criteria (including examination of a sample of fire risk assessments). The list can be viewed at [www.ife.org.uk/frr](http://www.ife.org.uk/frr). Our consultants are subject to mandatory CPD and their CPD records are examined periodically by the IFE. They are required to maintain their knowledge of relevant British Standards as part of their mandatory CPD.

In addition, as part of our continuing drive to improve standards and increase our consultants' CPD, all consultants are required to achieve registration with the Engineering Council, through the IFE, at EngTech level (or above). The company supports them by providing on the job training, mentoring and CPD.

A central register of training needs is maintained by the Senior Management Team, for progression on an ongoing basis.

Date:	31 <sup>st</sup> July 2024
Signature: (if needed)	
Name:	Colin Todd
Position:	Managing Director