

Reference	AKD-ITDP-02
Version	1.0
Issue Date	11/09/2023
Review Date	24/03/2026
Approved	MD



Induction, Training and Development policy

Introduction

AKD Facilities Management LTD (hereinafter known as the Company) is committed to ensuring that all those who work directly for us, and those that work on our behalf of us (sub-contractors and brought-in labour/agency staff) are trained sufficiently in their role and to the standard required. This is also provided to comply with the Private Security Industry Act of 2001, the applicable legislation. This is also provided to comply with the Private Security Industry Act of 2001, the applicable legislation.

The Company recognise the importance of monitoring staff competency, especially with regards to personnel whose tasks have an effect on the service requirement and will carry out regular competency assessments through the site visit and training regime.

The underlying principle is that all staff and employees will be provided with equal access to training and equal opportunity for development and advancement.

Training and development include any activity, which contributes to the enhancement of their knowledge, skills, competence, and working practices. Staff development is thus a key contributor to the success of individuals and ultimately to the success of the company.

The training provided either in-house or by a third party will be by a competent, qualified training individual.

Equality

There will be equality of access to staff training and development opportunities for all staff. No member of staff will be treated less favourably than another. Involvement in staff training and development will be determined only by personal merit, performance and by the application of appropriate criteria.

Identification of Staff Development Needs

All employees will be given the opportunity to discuss with their line managers training and development matters and all employees will be given every opportunity to undertake training. Broadly, training will cover the following as well as ongoing improvement in service or professional development.

- Induction training will commence on the first day of employment so that employees are familiar with basic procedures once they are at their place of work. Where this is not practical the induction will take place as soon as possible.
- New employees to receive job-specific induction training with regards to their operations within this company.
- Basic accident prevention techniques, & causation and consequences of accidents to be understood by employees.
- All site-based employees will receive specific on-site training, relating to assignment instructions, risk assessments and safe working practices of the services.
- Reinforcement training will be required at appropriate intervals, which will depend on observation of the workforce. (Training Needs Assessment)
- In-house training needs will be reviewed annually by management and advised by our HR and Operations department to ensure the training needs analysis provides for both the needs of the individual and the requirements of the company.

Training Environment

The training way required will be equipped with all the facilities that are needed to enable the training tasks to be carried out. Training will aim to cover the duties and complexities of the role being performed and cover the key elements as per the sector specific BS codes of practice.

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Management Responsibilities

The Director will, in conjunction with the Operations Manager, develop Training Plans for individual staff on an annual basis and will be responsible for ensuring the implementation of the agreed Training Plan.

Individual responsibilities

The company aims to create an environment where staff take shared responsibility for their own individual effectiveness, personal and career development. All members of staff are required to participate in staff performance reviews, and to make all reasonable efforts to attend training and staff development as may be identified and agreed from time to time.

Specific Training Subjects

a) Operational familiarisation

All employees will complete an induction process that will include all the security duties, operational AI's, risk assessments, incident reporting procedure, legislation and all other key documentation.

b) Probation Assessment

All employees will be subject to a probationary review to ensure that they have settled into the position and to review training received and identify shortfalls.

c) Counter-terrorism awareness training

All employees will complete the ACT E-Learning which provides counter-terrorism awareness. The E-Learning covers points such as what to do in the event of a terrorist attack; and how to assist in the fight against terrorism.

d) Assignment-specific training

All employees, including those transferring between assignments will complete on-the-job training tailored to the assignment. The training will cover sector-specific relating to the applicable industry specific British Standards code of practice.

The site training requirements will be assessed by a competent person against performance criteria applicable to the site including the complexity of the assignment e.g., the site shift pattern, encompassing both day and night shifts if appropriate.

e) Supervisor training

All supervisors will have been in a management role for a minimum of 3 months before being signed off or will have come from a management role from within the industry services. All will be given specific training relating to the skills required which will include leadership training and task specific training on Joint partnership working. Supervisors will also be given the opportunity to enhance their skills by undertaking recognised training and qualifications course.

f) Refresher training

The company anticipates that from time-to-time staff will need additional or refresher training. Where identified this shall be given. The company shall encourage all employees to request training where they feel unsure of their capability or are unsure on a particular part of their role.

If this occurred a training issue will be raised by the supervisor and a suitable training plan put in place either a team refresher training before the next assessment review or an individual remedial training plan

Where there have been changes in methods, procedures or legislation, employees will be retrained to a proficient level by competent persons. If practicable, training would take place before the change is implemented.

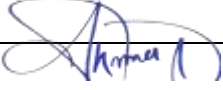
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g) Development (CPD)

As a company we promote self-learning and development. We encourage individuals to develop within the company and support suggestions on how this can be achieved. The company looks for funding to support this objective but also consider supporting an employee directly. In addition, if an employee demonstrates that they have the appropriate skills, which could be developed for leadership roles then this will be identified and managed.

Review of Policy

This policy has been reviewed and approved by the Directors of the firm and has the support of all management levels in AKD Facilities Management LTD.

Signed:  Position: _Managing Director_____ Date: 24_03_2026 .