

TRAINING POLICY

It is the policy of this Company to encourage professional development and independency through work experience, continuing education and on/off the job training. The Company is committed to keeping abreast of modern technology and carry on using innovative solutions and hence intends keeping all trainees informed of all current trends.

Whilst the Company aims to utilise all time during works to further the skill of graduates and trainees it is the responsibility of the individual to take part in continuing education/development outside working hours as necessary.

Training content to the individual will be delivered via the following:

- Planned work experience.
- On the job training by Directors and Associates.
- Continuing education by attendance at selected courses.
- Off the job training by attending evening seminars and taking a general interest in the construction industry in the outside world.

The above training inputs will be expressed within a training plan with detailed competence objectives which will be monitored via the use of training objectives.

Via the training process and training plan it is intended that the trainee will achieve the following:

- Competence in a range of transferable core skills. These skills will benefit the individual and the company.
- The trainee will have the ability to transfer his or her skills and knowledge to new situations both within the workplace and within his or her personal life.
- The individual's personal effectiveness within the company will be enhanced to its maximum potential.
- The ultimate aim will be the trainee becoming a well rounded professional leading to qualification as a Chartered or Incorporated Civil Engineer.

The end purpose of the training scheme is the trainee satisfactorily undertaking the training review with all objectives met, all quarterly reports up to date and checked with fifteen days C.E.T.