

**Company Commitment**

Chase Services Group are a team of people striving to achieve the goals of the company we work for. If we are to achieve those goals, we must train and develop ourselves to be the best in the industry. We are the primary competitive factor in maintaining our current clients and achieving new customers. Our training and development is the competitive advantage we have as a company and in being properly valued, trained, developed and motivated, this ensures that our company goals are achieved.

**Responsibility for Training**

The responsibility for identifying training needs and ensuring these needs are met is established between the employee and the line manager. It is the responsibility of each employee and line manager to ensure they have been given the required amount of training to complete the assigned tasks and department goals and complete the basic occupational training associated with their role. Our training follows 4 main areas:

**Induction Training**

Every new employee of the company will follow the company induction program.

**Assignment Training**

All employees will attend retraining in areas such as change, culture, technology, company policies, legislation, and other training as and when required. All staff will be trained on each assignment deployed.

**NVQ Training**

It is the company's intention to ensure that all staff are given the opportunity to undertake some formal NVQ training and to achieve some industry accreditation.

**Refresher Training**

All staff shall undertake license linked refresher training on an annual basis. Where appropriate, training will be agreed with the customer and other relevant stakeholders. The preferred method of training will be online with a resulting competence test being conducted also.

**Training Budget**

An annual budget shall be allocated by the Director for the purposes of training.

Signed: 

Date: 02/09/2024

**Managing Director**