



RCCN Training Policy

What this policy covers

RCCN recognises that all employees play a crucial role in ensuring the success of the business and is therefore committed to providing training and development to improve the skills and competence of all of its employees.

RCCN will provide all employees with appropriate training to develop the knowledge and skills necessary for them to perform their duties effectively. Wherever possible, RCCN will ensure staff have every opportunity for career development.

This policy covers the different types of training and development staff might expect from RCCN.

Employee Entitlements

The types of training that RCCN provides falls into four broad categories: induction, occupational, internal and external.

Induction training

All employees will be given a comprehensive introduction to the workplace, their colleagues, catering facilities, duties, health and safety and other procedures.

The manager or supervisor responsible will assess staff training requirements and arrange for that training to be provided. As far as possible, RCCN will meet staff training needs by a combination of occupational, internal and external training.

Occupational training

Throughout employees' employment with RCCN, there may be a need to acquire new skills and these can be gained through occupational training delivered by colleagues.

Internal training

Occasionally, the Company may arrange for external training providers to deliver training courses in the workplace. This form of training might be triggered by the introduction of new equipment or working methods and will be arranged when RCCN feels the training cannot adequately be provided in-house.

External training

External training may be provided in a variety of forms, ranging from short courses of a few hours' duration through to lengthy courses leading to the award of qualifications.

Where necessary, RCCN will arrange for employees to undertake external training if this cannot be provided internally.

Mark Kiaie
Managing Director