

## Staff Training and Development Policy

**1. INTRODUCTION** Patrolsec Ltd. is committed to providing essential training to ensure our workforce complies with the statutory requirements of the Private Security Industry Act 2001. We also aim to offer personal development opportunities to enhance the skills and competence of our workforce in delivering services to our clients effectively.

**2. AIM** The aim of training is to ensure that all employees have the knowledge, skills, and attitudes required to perform their jobs legally and efficiently. We also aim to provide opportunities for career development.

**3. RESPONSIBILITIES** Responsibilities for maintaining the structures and mechanisms for identifying training needs and monitoring the effectiveness of Patrolsec Limited's training policy and programs are as follows:

- **Operations Manager:** Responsible for ensuring that all staff members have completed and passed the required statutory training before their SIA license application is submitted or, if already in possession of an SIA license, at the time of engagement.
- **Managing Director (MD):** Responsible for continually monitoring staff training and development throughout the year, providing necessary assistance and encouragement to achieve company objectives, ensure procedures are followed, and meet staff's needs. An internal review of Patrolsec Ltd.'s training policy and procedures will be conducted every 12 months.

**4. APPROACH TO TRAINING** Training will be delivered in three stages:

- **Stage 1: Statutory Training:** This fulfils the statutory requirements of the Private Security Industry Act 2001, making employees eligible for SIA licensure.
- **Stage 2: Contract/Site/Client Specific Training:** Employees will receive training specific to the contract, site, or client they work for, including site-specific Health and Safety training. After completing this training, employees will be qualified to work on the specific contract, site, or for the client.
- **Stage 3: Continuation Training and Personal Development:** This training enhances skills, knowledge, and prepares employees for career advancement. It may also include personal development training as required under BS7499.

**5. TRAINING RECORDS** A training record for each employee will be maintained centrally on their personnel file. This record will be continuously updated throughout the duration of their employment, creating an auditable trail of their training and development. When specific contracts require it, a contract-specific Training Matrix may also be maintained.

**6. TRAINING ASSESSMENTS** Training assessments will be conducted at various stages, including:

- **At Recruitment:** Any immediate training needs identified by the Contract Manager will be addressed before commencing work.
- **At Appraisal Stage:** Annual formal/informal appraisals will review performance and identify training needs to maximize strengths and address areas of development.
- **At the Time of Employee Promotion:** This will cover skills required for newly promoted managers.
- **Specific Requirements of a Project:** Projects may have unique training requirements that are best addressed at the project level to ensure successful delivery.
- **Training Needs Resulting from Corporate Changes:** Training that results from changes affecting the entire organization.
- **Training Related to Professional Development:** All professional staff must adhere to their professional bodies' Continuing Professional Development (CPD) rules.

**7. TRAINING PROCESSES** The company officer responsible for training will analyze the training needs identified through the processes mentioned above. They will discuss with the appropriate Contract Manager and employees to determine the most suitable and cost-effective way to address these needs.

Regenerate

The Managing Director shall review this policy annually or following significant changes.

*M. Naeem*

Patrolsec Ltd.

Review date: 12/10/23