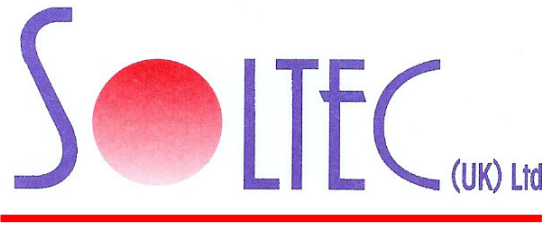


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Specialists in
air conditioning
ventilation & extraction
electrical installations
testing and
maintenance

Registration No 3238080
VAT No 723002003

TRAINING POLICY

First Edition 2007



Policy Statement

Soltec UK Ltd recognises the need to encourage and provide employee training in order to allow employees the opportunity to develop in line with defined corporate and individual needs.

It is therefore the policy of the Company to provide:

- Induction training for all new entrants to give them an appreciation of Soltec UK Ltd as a whole and how it interacts with others and contributes towards the performance of the company.
- Training and further education to enable all staff to reach the required standard of job performance.
- Specialised training for staff identified as having potential for further development or career diversification.
- Appropriate instruction in health and safety.
- Adequate feedback to enable validation of courses and improvements of training methods.
- Full information to employees (via the communication channels) on current and prospective training activities.

A regular review and analysis of employee training and development will be carried out as part of the business planning process, to ensure that business objectives can be met.

Training will be provided as part of the process of achieving business objectives. Employees have a duty to participate fully in training provided.

Training and development activities will be reviewed to monitor and assess their effectiveness in the achievement of business objectives and the development of individuals.

Organisation & Responsibilities for Implementing the Policy

Mr G Rouse, Managing Director, is responsible for HR, including training.

Ms A Nesterova, Office and Safety Manager, is responsible for monitoring and reporting to the Managing Director on all training and development matters and costs within the company.

Regular meetings are held which oversee the implementation of policy; analyse training needs, and set standards and systems for training and development activities within the company.

Implementation & Operation of the Policy

Managing Director is responsible for:

- Identifying and agreeing the training and development needs to achieve business objectives and strategy.
- Assessing individual employees training and development needs via the annual staff appraisal process.
- Setting budgets and agreeing training plans.
- Assessing the effectiveness of the training and development activities.

Office and Safety Manager is responsible for implementing and monitoring the training and development needs identified. This includes maintaining systems to ensure that all training and development activities are authorised and that progress is effectively monitored, maintaining accurate records, liaising with external verification agencies and ensuring all qualifications are valid where applicable.

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On behalf of Soltec (UK) Ltd

Signed:

Date:

Garry Rouse
Managing Director

Date	12/02/07	Rev							
Originated	AN	Date		M					
Checked									

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