

Armadillo Marketing Limited Training Policy

The Training needs of all personnel will be identified by reviews based on work allocation and / or appraisals on an ongoing basis. Where possible, measurable objectives will be set to assist in continual improvement.

Records will be held in personnel files and a statement confirming completion of appraisals will be included in Management Reviews.

All personnel must be given induction training including an explanation of the quality management system and the Health and Safety requirements when they start work with the Organisation.

The training and the experience of each employee will be assessed against defined objectives and any changes that have taken place, or are about to take place, to ensure that personnel are adequately trained and experienced to carry out their duties.

Where a specific training need is identified, this must be arranged by the Senior Manager responsible for the trainee who will check the type of training for suitability and include it on the Training Plan. (Form QMF16)

Training will be by means of In-house training by suitably qualified / experienced personnel or formal external courses.

All proposed training must be assessed by the Senior manager responsible for the trainee to check that it is suitable and, on completion, that it was effective.

Personnel records must be maintained to show all qualifications, experience and training undertaken (Form QMF01). Where appropriate, copies of certificates or other evidence to show that training has been carried out will be maintained.

