

LEARNING + DEVELOPMENT



The purpose of this Policy and our Learning & Development Procedure is to outline how LSC manage the training and development of all employees to ensure they have the skills to work productively and safely without putting themselves or others in danger.



Land + Sea Civil Limited will arrange training that is appropriate to meet individual employees desired learning outcomes and is specific and beneficial to the worker. This can be both internal and external training.

Land & Sea Civil hold core values of ensuring all employees are given opportunities for personal and career development. Land & Sea Civil encourage employees to develop skills and knowledge within their role and beyond to enable them to have the skill to excel in their role and providing additional opportunities within the company.

When looking at what training is provided to employees we consider:

- Developing new skills, in the employee's area of business
- The business expanding into new areas of business
- Employees expanding into new areas /roles within the company
- Business continuity - Ensuring we have enough appropriately trained skill staff to carry out work in times of disruption or change.
- Making sure we all have the right skills needed to operate our business and requirements to work for our clients

We encourage and expect all employees to take part in learning and development.

To identify learning opportunities, training reviews are carried out at the Annual Performance Review we check in regularly with all employees. This includes:

- what we need you to learn
- what you want to learn
- how you could coach others
- any skills gaps you or we notice.

When there's a job vacancy, we offer the same stretch and learning opportunities to:

- new employees
- current employees who move into new roles.

During training, we will check in regularly to discuss progress and how to apply learning to your role.

TYPES OF LEARNING OFFERED

Land & Sea Civil have 3 types of learning:

- On the Job Practical Work Site Related Training
- Internal Theory Training
- External Formal Training

When we agree to formal training, we will also discuss:

- If it will be part of your agreed work hours, study leave, or in your own time.
- How to share your new skills or knowledge with the wider team,
- Any rewards or other incentives for good results.

If we require you to do compulsory formal training, we will cover costs, eg. course fees.

Learning will either be:

- part of your agreed work hours
- paid study leave.

If formal training is not a job requirement, but will benefit you and our business, we may agree to:

- Cover all or help cover costs, eg. course fees or materials.
- learning and/or studying during your agreed work hours.
- paid or unpaid study leave.

Options for formal training include:

- On-site workshops.
- Off-site workshops.
- Online courses or webinars.
- Apprenticeships.
- Certificates.
- Diplomas or degrees.
- Conferences.
- Courses to renew licenses, meet registration requirements, or membership of professional bodies.

IMPROVING PERFORMANCE

If job performance is a concern, we will raise this with you privately and respectfully.

We will work with you to identify what could help. This may include coaching or other learning opportunities.