



## TRAINING AND DEVELOPMENT POLICY STATEMENT

Seaton Rail Limited (SRL) recognises that a competent, committed and responsive workforce is essential for the achievement of its Business Objectives.

SRL is aware of the need for its staff to continuously review and update their knowledge, and to acquire new skills and approaches in order to adapt to the ever-changing context in which SRL has to deliver those services.

SRL regards the training and development of all staff as an investment rather than as a cost

The main principles underlying SRL's training development strategy are;

- Training and development should be driven by its business plans
- It should enable its professional officers to meet the Continuing Professional Development requirements of respective professional institutes.
- Training and development of staff, translated into individual training plans, is an essential part of the SRL recruitment and retention strategy and is considered to be an important motivating factor by promoting job efficiency, job satisfaction, personal commitment, confidence in performance and the development of a high-performance culture
- The identification of training needs and the provision of training to meet these needs should apply to all SRL employees.
- The outcome of training and development should provide added value to SRL in this respect, all training and training-related activities should be properly reviewed and evaluated before, during and after the training action. Particular emphasis should be paid to evaluating the outcome of training and the impact that this has on both the individual and SRL operations and services.

Reviewed By

A handwritten signature in black ink, appearing to read 'Shane Seaton'.

Shane Seaton  
Managing Director  
Date: 16<sup>th</sup> January 2020

<i>Integrated Business Management System</i>		<i>Training and Development Policy</i>	
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