LLUK

Training & Competency Policy

Owner: LLUK Management cohort.

Effective date: 23/12/2025

Review Cycle: Annual

1. Objectives

To ensure all employees, agency workers, and contractors are competent to perform their roles safely, ethically, and in line with company and legal requirements.

2. Responsibilities

Directors	Provide resources for training and development.
Managers	Identify needs and endure completion.
Employees	Attend required training and apply safe working practices.
H&S Lead	Maintain training records and monitor compliance.

3. Induction Training

All new started must complete induction training before or shortly after starting work, including:

- H&S induction
- Site rules and emergency procedures
- Job-specific safe systems of work (SSoW)
- Basic quality and production standards
- Modern slavery and whistleblowing awareness
- Anti-harassment and dignity at work

4. Mandatory Training

As relevant to role:

- Manual handling
- Fire Safety
- First aid awareness
- Machinery training (sewing, cutting, pressing)
- Chemical safety (COSHH), where applicable
- Refresher training at defined intervals or when roles change

5. Skills & Competency Assessment

Competency is verified through:

- On-the-job assessments
- Supervisor observations
- Periodic skills checks
- Trial periods for new roles or machinery

Employees will not be assigned tasks they are not trained or competent to perform.

6. External Qualifications

Where appropriate, the company may support:

- NVQs or relevant vocational qualifications
- Machinery certifications
- First aid certification
- Other role-specific training

7. Training Records

The company maintains:

- Training metric by employee and role
- Attendance logs
- Certificated where applicable
- Refresher training schedules

Records are stored in line with the Records & Document Control Policy