

SIAC Construction Ltd, CPD and Staff Development Policy Document

1. General Principles:

It is SIAC policy to develop processes and procedures for the training and development of all permanent and fixed-term employees of the Civil Engineering Division of SIAC Construction Limited.

The Organisation is fully committed to providing an average of 5 days CPD per annum per employee to realise the full potential of each individual.

CPD is the planned acquisition of knowledge, experience and skill and the development of the personal qualities necessary for the proper execution of career options and enhanced promotional opportunities.

The Civil Engineering division of SIAC Construction Ltd is accredited to ISO 9001:2000 and as such, recognises that continuous improvement is necessary to enhance the future prospects of the company and its employees.

All of our business processes are subject to measurement, analysis and improvement, and CPD is an integral part of that measurement and improvement cycle.

2. Overview:

In the above context, it is a corporate priority to develop all personnel in order to maximise team and individual contributions to the organisational objectives. We also believe in the promotion of career progression through providing relevant internal training and education and that acquiring new skills is fundamental to individual and organisation success.

All managers are responsible for supporting the development of the people working for them, so that these individuals can

acquire additional skills for their present positions and new skills for future opportunities within the Civil Engineering division of SIAC Construction Ltd. This does not eliminate the responsibility of each staff member to progress their own professional development. All employees are encouraged to take advantage of development programmes both within and outside the organisation.

In the Civil Engineering division of SIAC Construction Ltd it is our aim to:

- Develop, motivate and retain our employees
- Provide skills for future innovations within SIAC CED Ltd
- Encourage and support staff in their quest for membership of relevant Professional Institutions

3. Identification of Continuing Professional Development needs:

- Each individual will normally undergo a New Employee Orientation Programme within 1 month of the initial hiring date. The Programme shall address relevant sections of Personnel, Safety and Quality Assurance policies
- Each employee will participate in a Personal Performance Review on an annual basis. During this review CPD needs will be identified and a CPD plan agreed with the employees manager (Ref: Personal Performance Review pro-forma and QAP 1.15)
- Each employee will be mentored or guided through their CPD plan by an assigned mentor who may be their manager or a suitable senior employee within their department.
- It is the joint responsibility of both employee and mentor to record all CPD activities on the appropriate CPD Record Form. These records must be made available to HR for periodic review.
- The Human Resources department manages the allocation of training to individual members of staff.

- The Human Resources department manages the budget allocated to training which has been reviewed by the CPD committee and approved by the General Management.
- The management and effectiveness of the CPD training programme will be reviewed at regular intervals by the CPD committee which has representatives from the General Management, Human Resources department, Quality Assurance department, Engineering functions, QS functions and a delegate from the graduate engineering staff.

Formal CPD embraces both technical and non-technical learning opportunities and is distinct from normal “on-the-job” learning. Technical training will generally be directly related to the technology of the business.

Authorised By:



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