



TRAINING &
DEVELOPMENT
POLICY 2020



TRAINING & DEVELOPMENT POLICY

INTRODUCTION

CA Marine has established a Training and Development Directorate with the remit to deliver a structured training and development programme that is one of the cornerstones of the continued success of the Business. CA Marine recognises that to achieve and maintain a “world wide, world class” business there must be investment in initiatives designed to ensure the continued motivation and development of our people. The Training and Development Programme is designed to promote training for all. The Training and Development Directorate has been established with the authority to design and implement a programme tailored to meet our business needs, professional standards and staff aspirations.

OBJECTIVE

Our objective is to initiate, implement and maintain a best practice, structured training and development programme working within the CA Marine competency framework.

AIMS

Our aims are:

- To exceed client expectations;
- To improve profitability;
- To attract and retain staff of the highest calibre;
- To develop technical, management and personal skills;
- To support our staff in obtaining their relevant professional qualifications;
- To monitor and support staff in their continuing professional development;
- To widen our skill base;
- To provide greater job satisfaction and career development;
- To support Directors and Managers.

The training programme is closely linked to the performance appraisal system and seeks to meet the training requirements arising from the business needs identified by the Directors. All courses will be designed to comply with our aims.

THE DIRECTORATE

The Directorate comprises:

Mauro Avendano - Chairman / Head of Training
Sebastian Calero – Training Manager

PERSONAL DEVELOPMENT PLAN

All training information is available on our servers in our training and development folders. This information includes a record of our employees training history which has been booked whilst at CA Marine. They are also able to record attendance at external training events, as well as courses completed via the CA Marine whilst on site.

FURTHER INFORMATION

If further information is required, please contact Mauro Avendano at our HQ in Pompano Beach, FL.

Mauro Avendano
Director
May 2020