

POLICY NAME:	TRAINING NEEDS ANALYSIS	DATE:	JANUARY 2026
POLICY REVISION:	01	BY	JONATHAN CLARK
REVIEW PERIOD:	ANNUALLY	REVIEW:	JANUARY 2027



TRAINING NEEDS ANALYSIS POLICY



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1. AMENDMENTS AND UPDATES

ISSUE	DATE	AMENDMENT / CHANGE
FIRST	Jan 2026	

2. PURPOSE

The purpose of this policy is to define Glass and Framing Solutions Limited's position to its commitment to establishing a systematic approach for identifying the training and development needs of our employees. Our company identifies that training is not merely for development, it is a critical component of Health and Safety, Quality Assurance, and operational efficiency.

3. SCOPE

This policy applies to:

- All employees (Permanent, temporary, apprentices, and agency workers).

4. MANDATORY TRAINING TRIGGERS

A Training Needs Analysis is mandatory under the following conditions:

- **Legislative Changes:** Updates to UK Building Regulations or Health and Safety laws.
- **Health and Safety Incidents:** Any RIDDOR reportable incident or a "near miss" on the factory floor or site.
- **New Machinery:** Before any employee operates new CNC, crimping, or cutting machinery (per PUWER Regulations).
- **Quality Thresholds:** If remake rates or material wastage for profiles exceed 10% in a month.
- **Annual Review:** During performance appraisals.

5. THE TRAINING NEEDS ANALYSIS PROCEDURE

Step 1: Data Collection

Information will be gathered using the Employee TNA Questionnaire, focusing on:

- Physical competency with machinery.
- Validity of site cards.
- Software proficiency.

Step 2: Gap Analysis and Prioritisation

HR will categorise all requests using the Industry Priority Matrix:

PRIORITY	CATEGORY	EXAMPLES
A	Statutory / Safety	Manual Handling, Abrasive Wheels, First Aid, Fire Marshalls
B	Operational / Quality	CNC Programming, System-specific fabrication, Curtain Wall installation
C	Strategic / Growth	Leadership for Team Leaders, Advanced CAD/BIM, Lean Manufacturing

Step 3: Fund and Grant Validation

Before approving external spend, HR will verify if the training is eligible for:

- **CITB Grants:** For short courses or NVQs in Fenestration / Installation.
- **Apprenticeship Levy:** For long-term upskilling of new or existing staff.
- **Manufacture Training:** Utilising free training provided by our suppliers.

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Step 4: Approval and Scheduling

The Manager Training Request Form must be completed. For production staff, the Manager must provide a "Continuity Plan" to ensure factory output is maintained during the trainee's absence.

6. ROLES AND RESPONSIBILITIES

Employees are required to:

- Managers: Responsible for identifying technical gaps that lead to product defects or safety risks.
- HR: Responsible for sourcing accredited UK training provides and managing CITB/Levy claims.
- Employees: Responsible for maintaining their "Licence to Practice" (e.g. ensuring they do not let CSCS cards or forklift licences expire), tracked through the Glass and Framing Solutions Limited training trackers.

7. EVALUATION OF TRAINING

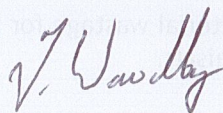
Training is considered successful only if it results in:

- **Safety:** A reduction in workplace accidents / near misses.
- **Quality:** A measurable reduction in aluminium scrap and remakes.
- **Compliance:** 100% up to date training matrix for our ISO 9001 Audits.

8. REVIEW AND CONTINUOUS IMPROVEMENT

This policy will be:

- Reviewed annually by Senior Management or more frequently if legislation or business operations change.
- Updated as necessary to ensure continued compliance and effectiveness.
- Supported by periodic audits and feedback mechanisms to identify and address potential weaknesses.

SIGNED:	
NAME:	Tony Waudby
TITLE:	Managing Director
SIGNED FOR:	Glass and Framing Solutions Limited
DATE:	15 th January 2026

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9. EMPLOYEE TRAINING NEEDS ANALYSIS QUESTIONNAIRE

EMPLOYEE INFORMATION	
Name:	
Job Title:	
Department / Location:	
Contact Number:	
Email:	
Date:	
HEALTH SAFETY AND COMPLIANCE	
Do you have a valid CSCS Card?	
If yes, please enter the expiry date:	
Please tick the certs you currently hold:	☐ First Aid at Work ☐ Manual Handling ☐ Abrasive Wheels ☐ Forklift Licence ☐ Sideloader Licence ☐ IPAF ☐ PASAMA
TECHNICAL SKILLS AND MACHINERY	
List the machinery or software you operate daily:	
Are there any specific aluminium systems you feel you need more technical knowledge on?	
QUALITY AND EFFICIENCY	
What is the most common reason for a remake or error in your workstation?	
What specific training would help you reduce material waste?	
CAREER DEVELOPMENT	
What role or responsibility would you like to be trained for next?	

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10. MANAGER TRAINING REQUEST FORM

MANAGER INFORMATION	
Name:	
Job Title:	
Department / Location:	
Contact Number:	
Email:	
Date:	
THE TRAINING NEED	
Proposed Training:	
Target Employee:	
Primary Reason for Request (Tick):	Priority A: Statutory / Health and Safety Priority B: Operational / Quality Priority C: Strategic
BUSINESS JUSTIFICATION	
What specific performance gap or quality issue is this solving?	
What is the impact of NOT doing this training?	
OPERATIONAL CONTINUITY	
How will the line / workstation be covered during training? (e.g. Overtime, shift adjustment)	
FUNDING AND RETURN ON INVESTMENT	
Is this training eligible for CITB Grant or Apprenticeship Levy? (Yes / No / Unsure)	
How will you measure success?	
Manager Signature:	
HR Approval:	