

Trident Lifting Solutions



Policy Statement - Trident Lifting Solutions Limited ("Trident", "the Company")

Trident Lifting Solutions Limited is committed to high standards of professional conduct, integrity and accountability. As a specialist lifting and crane solutions provider operating in safety-critical environments, we recognise that the behaviour and standards of our people are fundamental to building a strong, respectful culture and protecting our reputation as a trusted industry leader.

We expect everyone working for or on behalf of the Company to act with professionalism, respect and responsibility at all times, reflecting our values and supporting a positive working environment. Clear standards of behaviour are essential to ensure safety, quality and effective collaboration across our projects and teams.

Trident is committed to supporting employees and apprentices in their professional development to enable career progression. This policy sets out the support available for professional qualifications and apprenticeships and provides guidance on application, undertaking, and completion.

1. Definitions

Professional Qualification refers to:

- A qualification obtained from a university or college (e.g., NVQ, Diploma, BTEC).
- Professional development towards Chartered Membership of approved professional institutes (e.g., ICE, IDE, RICS, CIPD).

Apprenticeship refers to:

- A UK government-recognised programme combining work and study, which may lead to a professional qualification, certificate, or diploma.

2. Contents

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Section A: Qualification and Apprenticeship Support

Employees and apprentices must meet the following criteria to access funding or support:

- Minimum of one year's continuous employment (apprentices are exempt during their programme).
- Submission of a strong business case demonstrating relevance of the qualification or apprenticeship.
- Evidence of consistent high performance.
- Authorisation from the relevant Director and Learning & Development.

Funding:

- Course or apprenticeship fees will be funded at 100% by Trident, including government-funded apprenticeship programmes where applicable.
- Employees and apprentices are responsible for additional costs such as travel, accommodation, or required equipment.

Section B: Application Process

- Discuss professional qualification or apprenticeship support during the Personal Review or Apprenticeship Progress Review meeting.
- Complete the Professional Qualifications / Apprenticeship Application Form, detailing the programme, business case, and required authorisations.
- Submit the application to Learning & Development for final review.
- Learning & Development will communicate the outcome within two weeks of the submission deadline.

Important: Employees or apprentices must not enrol in any course or apprenticeship until written authorisation from Learning & Development has been received.

Successful Applications:

- Learning & Development will confirm funding and enrolment details with both the employee/apprentice and the training provider.
- Registration paperwork must be submitted to Learning & Development within two weeks of programme commencement.
- Only one application form is required per programme.

Note for Apprentices / Graduate Programmes:

- Upon completion of the programme, apprentices will transition into a permanent role within the business. At this point, they may apply for additional professional qualification support under this policy.

Section C: Undertaking a Course or Apprenticeship**Attendance and Study Days:**

- Employees and apprentices must notify their Line Manager of term dates, training days, and any other scheduled requirements.
- Permission is granted for attendance on these dates, but any other absence must be pre-approved.
- Trident provides 1 study day per exam, with a maximum of 5 study days per year, to support preparation for assessments. Study days are separate from normal annual leave and must be agreed in advance with the Line Manager.
- Unauthorised absence from work or training may result in disciplinary action, up to and including dismissal.

Progress:

- Employees and apprentices are required to meet regularly with their Line Manager or mentor to review progress (recommended at least quarterly and at the end of each academic year).
- Any difficulties affecting progression should be reported immediately to Learning & Development.
- Annual confirmation of programme progress must be provided to Learning & Development.

- Employees and apprentices must authorise Learning & Development to access assessment results, attendance, and reports.

Programme Completion:

- Notify Learning & Development within one month of receiving results or completion certificate.
- Submit a copy of the qualification or apprenticeship completion certificate to Learning & Development.

Trident reserves the right to withdraw support if work performance, compliance, or academic progress is unsatisfactory.

Section D: Repayment of Course or Apprenticeship Costs

Employees and apprentices are responsible for repayment under the following circumstances:

- **Exams/assessments:** Costs for re-sits are borne by the employee/apprentice unless exceptional circumstances are agreed.
- **Failure:** Fees must be repaid if an employee/apprentice fails a year, module, or the entire programme.
- **Resignation/Termination:** Employees or apprentices leaving voluntarily or through termination (other than redundancy) within two years of completion are liable for repayment.

Repayment Schedule:

Circumstance	Repayment Requirement
Fail year/module	Full year/module cost within 6 weeks of notification
Fail course/programme	Full programme cost within 6 weeks of completion
Leave / withdraw before completion	Full programme cost within 6 weeks of leaving
Withdrawn by provider	Full programme cost within 6 weeks of withdrawal
Leave within 6 months of completion	100% of current year cost
Leave 6–12 months	75% of current year cost
Leave 12–18 months	50% of current year cost
Leave 18–24 months	25% of current year cost
Leave after 24 months	0% of current year cost

Trident reserves the right to deduct any outstanding amounts from final salary. Any remaining balance must be repaid within 28 days.

Section E: Appendices / Links

Professional Qualifications / Apprenticeship Application Form – To submit applications for funding and approval.

AUTHORISED AND SIGNED

SIGNED



Chris Conway
Director

Review: **Annually**
Date: **28/08/2026**
Next Review: **28/08/2027**

SIGNED



Martina Oyite
Chief People Officer

Review: **Annually**
Date: **28/08/2026**
Next Review: **28/08/2027**