

Training Policy

Title of Policy Document	Training
Issue Date and Version	January 2026 (Version 1)
Author / Department	Compliance Manager
Signed off by	 Director
Next review date	January 2027
Distribution	All services
First issue date	January 2026

1. Purpose and scope

Cucumber Partners places qualified professionals, lecturers, assessors, trainers, engineers and tradespeople, into settings where being current is part of being safe. This policy covers the training we give our own staff, and the standards of qualification and continuing training we require of the workers we place.

2. Objectives

- Every member of our team is trained to do their job well and safely, from induction onwards.
- Every worker we place holds, and keeps current, the qualifications and statutory training their role requires.
- Training records are maintained and checked, certificates are evidence, not decoration.

3. Training for our own staff

Office staff complete at induction, and refresh at least annually: safeguarding awareness; data protection; equality, diversity and inclusion; and health and safety appropriate to their work. Consultants additionally receive training in safer recruitment practice and the legislation that governs employment businesses. Development beyond the mandatory core is agreed in reviews and supported where it strengthens the person and the business.

4. Requirements for placed workers

Requirements are role-specific and verified at registration, typical examples:

- FE teaching staff: teaching qualifications (or agreed working-towards status), subject-area qualifications, safeguarding and Prevent awareness training, refreshed in line with sector

expectations.

- Assessors and verifiers: current assessor/IQA awards appropriate to the specification.
- Construction and engineering staff: trade qualifications, and current safety certification appropriate to the role and site, such as CSCS or equivalent cards, first aid or fire marshal tickets where required.
- All education placements: evidence of safeguarding training before the first assignment, with refreshers annually.

5. Delivery and records

Our own training is delivered through a mix of e-learning for core topics and face-to-face sessions where practice matters. We keep a training record for every member of staff, and certificate evidence for every placed worker, with expiry dates tracked and renewals chased before, not after, they lapse. Workers whose mandatory certification expires are not offered assignments requiring it until it is renewed.

6. Review

The Compliance Manager reviews this policy, and the role-requirement matrix behind it, annually and whenever sector requirements change.