PINEAPPLE PARTNERS

Training Policy

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Author / Department	Compliance Manager
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1. Purpose and scope

Pineapple Partners places care staff, chefs and catering teams, warehouse and logistics workers and office staff 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:

- Care staff: evidence of experience or care qualifications, plus mandatory training (including moving and handling, safeguarding, and medication where relevant), refreshed in line with

sector expectations.

- Catering staff: food hygiene certification appropriate to the role, with allergen awareness.
- Logistics and industrial staff: licences and tickets appropriate to the role and site, such as FLT licences, manual handling and site safety training where required.
- All placements with children or adults at risk: 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.