Training and Certification Policy

NISH Tech BV-TRAI-CERT-POL

Version:1.0	Internal Use Only

Human Resources Division

DOCUMENT MANAGEMENT INFORMATION

Document Title:	Training and Certification Policy
Document Number:	NISH Tech BV-TRAI-CERT-POL
Document Classification:	Internal Use Only
Document Status:	Approved

Issue Details

Release Date	
Approved By	

Revision Details

Version No.	Revision Date	Particulars	Approved by
NA	NA	NA	NA

Document Contact Details

Role	Name	Designation
Author		HR MANAGER
Reviewer/ Custodian		CEO
Owner	Human Resources Department	

Distribution List

Name
Need-Based Circulation Only

Document Name	Training Policy
Document Number	NISH Tech BV-TRAI-CERT-POL
Document Version	1.0
Classification	Internal Use Only

Human Resources Division

1 PURPOSE OF POLICY

The purpose of this document is to outline the training policy for employees of NISH Tech BV. This policy aims to foster professional growth, enhance skill sets, and ensure the workforce remains aligned with organizational goals and technological advancements.

2 SCOPE OF POLICY

This policy applies to all full-time, part-time, and contract employees of NISH Tech BV. It covers technical, soft skills, compliance, and leadership training programs.

3 OBJECTIVES

The objectives of this training policy are:

1. To ensure employees have the necessary skills and knowledge to perform their roles effectively.

2. To promote continuous learning and career development.

3. To align employee capabilities with the company's strategic goals.

4. To foster a culture of innovation and excellence within the organization.

4 TYPES OF TRAINING

4.1 ONBOARDING TRAINING

- **Objective:** Familiarize new employees with company policies, culture, and technical requirements.

- **Content:** Orientation sessions, introduction to tools and technologies, and compliance training.

4.2 TECHNICAL TRAINING

- **Objective:** Enhance employees' technical expertise in areas relevant to their roles.

- **Content:** Training on software development, cloud technologies, cybersecurity, DevOps, and data analytics.

4.3 SOFT SKILLS TRAINING

- **Objective:** Develop interpersonal and leadership skills.

- **Content:** Communication, teamwork, conflict resolution, and time management.

4.4 COMPLIANCE TRAINING

- **Objective:** Ensure adherence to regulatory and legal standards.

- **Content:** GDPR, data protection, workplace safety, and industry-specific regulations.

4.5 LEADERSHIP DEVELOPMENT

- **Objective:** Prepare employees for managerial and leadership roles.

- **Content:** Strategic planning, decision-making, coaching, and mentoring.

Document Name	Training Policy
Document Number	NISH Tech BV-TRAI-CERT-POL
Document Version	1.0
Classification	Internal Use Only

Human Resources Division

5 TRAINING PROCESS

5.1 TRAINING NEEDS ANALYSIS

- Employee will identify training needs through client requirements, job requirements and line of work, team goals, and technology trends.

5.2 TRAINING PLAN

- An annual training calendar will be developed based on identified needs by the Employee.

- Training sessions can be taken in-house, online, or via external providers.

5.3 TRAINING DELIVERY

- **Formats:** Classroom, e-learning, webinars, and on-the-job training.

- **Resources:** Learning management systems (LMS), licensed tools, and expert trainers.

5.4 EVALUATION

- Post-training assessments will measure the effectiveness and applicability of the training.

- Feedback will be collected from participants to improve future programs.

6 ROLES AND RESPONSIBILITIES

6.1 HR DEPARTMENT

- Manage the training calendar.

- Maintain training records.

6.2 EMPLOYEES

- Actively participate in training.

- Apply learned skills to their roles.

7 TRAINING BUDGET

NISH Tech BV will allocate an annual training budget to cover:

- Course fees.

- Certification costs.

8 TRAINING POLICY GUIDELINES

1. **Eligibility:** All employees are eligible for training based on role relevance and performance.

2. **Attendance:** Employees must attend all mandatory training sessions.

3. **Certification:** Certification-related training will be reimbursed upon successful completion, provided it aligns with business goals.

4. **Rescheduling:** Employees unable to attend training must inform HR at least 48 hours in advance.

9 COMPLIANCE AND REVIEW

- The HR department will ensure this policy complies with local labor laws and regulations.

- The policy will be reviewed annually to accommodate changes in business and technological landscapes.

10 IMPLEMENTATION AND COMMUNICATION

This policy will be communicated to all employees through:

1. Employee handbooks.

2. Email announcements.

3. HR portal – NEPTUNE

11 POLICY STATEMENTS

TRAINING

- Employees who have completed 1 year with client allocation are eligible for a maximum of 500 euros as a training budget.
- The training and certification should be aligned with the employee's current role or technologies worked/working
- After the reimbursement of the training and certification cost, if the employee leaves NISH Tech BV within 6 months, he/she has to reimburse the total amount paid to the organization

12 POLICY EXCEPTIONS

Any exceptions to this policy must be formally approved by the HR Manager and documented in the standard exceptions request form.

The exception request shall follow the approval matrix below.

First level	HR Manager
Second Level	Chief Executive Officer

After the Chief Executive Officer approves it, the exception request form should be forwarded to the relevant unit for execution.