



# Reynolds

## Training Services

<b>POLICY NAME</b>	Management Hierarchy's Expectations		<b>POLICY NUMBER</b>	Po-017-RTS	
<b>EFFECTIVE DATE</b>	November 2023	<b>NEXT REVISION</b>	November 2024	<b>VERSION NUMBER</b>	1.1

VERSION HISTORY				
VERSION	AUTHOR	REVISION DATE	DESCRIPTION OF CHANGE	APPROVED BY
1	John Reynolds	January 2021	Policy Implemented	John Reynolds
1	John Reynolds	January 2022	Annual Review – No Changes	John Reynolds
1.1	John Reynolds	November 2022	Updated Responsibilities	John Reynolds
1.1	John Reynolds	November 2023	Annual Review – No Amends	John Reynolds

**Approved by:** John Reynolds  
**Position:** Managing Director  
**Date:** 15<sup>th</sup> November 2023

**Approved by:** Andrew Reynolds  
**Position:** Centre Manager  
**Date:** 15<sup>th</sup> November 2023

## Mission Statement

Reynolds Training Services' core mission is the development of career pathways for bulk liquid and storage operations and associated industries, we will achieve this by:

- ❖ Putting quality first, the the learner and employer at the centre of our provision
- ❖ Developing and delivering a strong and sustainable apprenticeship programme, which meets all regulatory and quality requirements
- ❖ Underpinning this with relevant vocational qualifications through levels 2 to 6
- ❖ Building strong relationships with stakeholders including:
  - Learners
  - Trainers and associate consultants
  - Clients
  - Awarding Bodies
  - Tank Storage Association, Cogent and United Kingdom Petroleum Industry Association
  - Other complementary training providers.

## Vision

We will endeavour to provide every individual the opportunity to develop their career, and recognise the transitioning environment in which we work as a sector as we move from a hydrocarbon based economy to one fuelled by greener technologies. This transition will require wider industrial knowledge and development of new skills.

Working with the sector and relevant associations, Reynolds will seek to lead this development, and to make the career pathway fit for 21<sup>st</sup> century operations.

## Values

Our values, led by our directors and supported by all employees, consultants, apprentices, and adult learners, are built on three core pillars:

- ❖ **Respect** – That all personnel show respect for others and themselves.
- ❖ **Trust** – That relationships are built on mutual trust for individuals and groups that we work with.
- ❖ **Success** – Training and development provided supports an individual and organisations success not only across operations, but also in the behaviours demonstrated.