

## Case study for Jobwise Training Ltd London

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### Overview.

Jobwise Training Ltd, as members of LWBLA and regular attendees at our seminars and presentations, approached DTD Training in February 2014 for consideration of an audit and review of its health and safety provision. Specifically we made reference to their employer engagement paperwork, supporting procedures and staff competence. DTD Training commenced the work in March 2014 and it is anticipated that completion will be in early October 2014.

### Objective.

Jobwise Training Ltd had already utilised the services of an external consultant to develop a broad health and safety policy and supporting risk assessments. These did not fully address the requirements of the business with regard to employer engagement paperwork which in the main reflected the old LSC HASP standards. It was the desire of Jobwise that this approach was reviewed, updated and integrated in time with the full company health and safety policy. Kim Keane, senior auditor, particularly wanted the review and subsequent change in processes to reflect the guidance laid down by the HSE and which had been discussed in seminars and presentations through LWBLA and DTD Training Ltd.

Jobwise Training **required** the following:

- A review of its current position and all existing / supporting paperwork.
- Feedback and an interim report on its suitability against the guidance.
- Replacement paperwork for initial placement vetting, a supporting aide memoire, consideration of monitoring the learner 'post-placement', quality assurance and some updating for key staff.

### The Outcome.

Jobwise Training Ltd have had a complete renewal of their system including new paperwork to both vet the workplace and monitor the workplace / learner health and safety. They have a supporting aide memoire, a document to quality check documents and an arrangement to train and update their key staff. In addition their position with regard to changes needed to their core health and safety policy have been outlined along with other actions in a management report.

*Kim Keane – Jobwise Training Ltd – Throughout the process we found Tudor Williams of DTD Training to be very responsive in the review our existing paperwork, communicating appropriately with us on a regular basis, identifying the areas for development. Having regard for our existing working practices he created new employer engagement paperwork which better reflects and complies with the recent HSE guidance released. We feel confident that the new supporting systems developed by DTD Training contribute significantly to the development our H&S processes being tailor made to our sector.*