

Everyone should be treated equally and follow the equal opportunities act. This is to make everyone in the workplace feel wanted and happy. No one what so ever shall be discriminated due to their sex, race, age, disability and work pattern. This is because it can affect the health and safety of the person, possibly leading to leaving the job or worse. Every person has the right to be treated fairly and with respect.

22. Describe the benefits of continuous personal development

The benefits of continuous personal development are that you are constantly improving yourself as a tradesman. This means you are collecting different qualifications which could also mean expanding your knowledge of your own job and expanding your skill so you can use a bigger variety of machinery. Not only this, more qualifications and personal development means you can take higher roles in establishments and earn more money.

23. Describe the training opportunities that are available in the workplace

There are many training opportunities available in the workplace; any opportunities usually link into your job. For example, as a welder I may be offered to get training for different coding's or training to weld in different circumstances. As a fabricator I could be offered to go on courses such as abrasive wheels course or aim to get a pressure testing ticket, this is often done to make more money for the business and to improve you as a tradesman. It is very rare that I would be offered training in a office or offered training to use big machinery for making foundations as I would never use this in my job

24. Describe the importance of reviewing their training and development

Reviewing a person's training and development is very important as it will help keep track of what the person is allowed to do and what they are capable of. This will also help to work out how much the person should be paid compared to how much they can do. Reviewing people like this is good so you can also view what they need to be up to standard.

25. Explain with whom to discuss training and development issues with.

Who do I discuss my training and development issues with? You should discuss this with your supervisor. For example if I was confused with what training I would need to do a specific part of a job I would simply ask my supervisor and they would find out and inform you. If I would like to request some training I would also ask my supervisor.

26. Describe the extent of their own responsibility and to whom they should report if they have any problems that they cannot resolve

If you ever have any problems you should always try and resolve them yourself. Do this by using past experience and knowledge from any similar problems you have either seen or resolved yourself. You must remember you are not 100% responsible for this problem and if you are in doubt the best thing to do is ask. Who do I ask? You can ask your supervisor for assistance or anyone confident enough to fix the problem. You are always recommended to ask if you ever have a problem that you're not able to fix yourself.