

HELSEBY GOLF CLUB

GREEN POLICY DOCUMENT

TITLE	GREENS STAFF TRAINING
REFERENCE	2.1 version 2
DATE	NOVEMBER 2012
OWNER	Head Greenkeeper and COG
PURPOSE	To ensure that staff are fully trained and there is a structure in place to ensure each employee is trained to an appropriate NVQ level in Turf Management and in specific areas as required by Helsby Golf Club, typically Health and Safety
BACKGROUND	NVQ level 2 has been the minimum requirement for greens staff.
CURRENT SITUATION	4 of the GreenTeam are NVQ L3, 2 are trained in Chain Saw skills and 2 are First Aid Trained. The Head Greenkeeper role demands additional skills including Man Management, Financial Planning, Project Planning, etc. The apprentice is currently taking NVQ 2
PLAN	To put in place monitoring procedures to ensure all areas are covered through professional training and work experience on the course as follows
<ul style="list-style-type: none"> • A training matrix to highlight gaps and renewals to include 'cover' for each identified specialised skill • Annual review of individual and team skill levels • To maintain NVQ L2 as the minimum requirement for all permanent staff • Create a training process for new employees including apprentices. • Liase with training organisations eg Reasheath College in the case of apprenticeships 	