Training and Competence Statement

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Approved by	Nicholas Ryan, Director
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This policy states the corporate position for clients, candidates, workers, suppliers and stakeholders as applicable.

Training and Competence Statement

Ignite's role is to introduce, place or supply candidates and workers whose experience, qualifications and evidence are appropriate to the role and client requirements. Competence controls are particularly important in construction, engineering, technical and regulated environments.

Purpose

This statement sets out Ignite's approach to collecting, reviewing and maintaining training and competence evidence.

It does not certify that Ignite is the technical supervisor of work unless that responsibility is expressly agreed and evidenced.

Scope

This policy applies to Ignite Talent Group Ltd and to each Ignite recruitment vertical where the policy is relevant to its operations, client work, candidates, workers, consultants, employees and supply-chain relationships.

Where a vertical has a sector-specific requirement, that requirement should be read with the relevant appendix or operational procedure. Construction-specific controls are applied more rigorously where client sites, labour supply, temporary assignments, training evidence or framework onboarding require additional assurance.

Policy commitments

- Collect role-relevant training and competence evidence where required.
- Verify or check evidence proportionately to the risk and client requirement.
- Track expiry dates for time-limited cards and certificates where practicable.
- Make clear to clients what evidence has been obtained.
- Require workers to attend client inductions and comply with site rules.
- Escalate suspected false, expired or inadequate evidence.

Responsibilities

Directors and senior leaders

- Set the policy direction, provide resources, and maintain accountability for the governance framework.
- Ensure material risks are reviewed and that controls remain proportionate to the size, risk profile and vertical activity of the group.

Managers and consultants

- Apply the policy in day-to-day recruitment, client, candidate and worker interactions.
- Keep records accurate and escalate gaps, concerns or client requirements promptly.

Employees, workers and representatives

- Act honestly, follow approved processes, protect confidential information and report concerns without delay.

How this policy is applied

Role-specific competence

The level of competence evidence required depends on the role, client, vertical and site. Construction and engineering roles may require more evidence than office-based recruitment roles.

- Confirm mandatory qualifications before submission or start.
- Document client-specific requirements.
- Avoid assuming equivalence where certificates are unclear.

Construction site readiness

Construction workers may need CSCS, trade cards, asbestos awareness, IPAF, PASMA, first aid, manual handling, passive-fire evidence, health and safety awareness or other role-specific evidence.

- Retain copies or verification notes.
- Track expiry dates where relevant.
- Do not present a worker as certified for specialist work without evidence.

Client induction and supervision

Ignite expects clients, principal contractors or certificated contractors to provide site-specific induction, supervision, RAMS and task instructions where they control the work.

- Workers must attend required inductions.
- Non-attendance or refusal should be escalated.
- Ignite should not claim to control site supervision unless contracted to do so.

Professional and technical roles

Engineering, tech, legal and professional roles may require qualification, experience, security, professional membership or reference checks.

- Clarify whether checks are mandatory or client-preferred.
- Do not imply regulated services are being provided where the vertical is recruitment-only.
- Maintain evidence of requested checks.

Record keeping and review

Competence records must be retained securely and updated where assignments continue or repeated placements occur.

- Review expired cards or evidence before re-use.
- Restrict access to identity and certificate data.
- Audit samples where client or framework requirements demand.

Records and evidence retained

- Training and competence matrix.
- Card and certificate copies or verification notes.
- Expiry tracker.
- Client induction confirmations where provided.
- Role requirements and client instructions.
- Escalation records for false, expired or unclear evidence.

Reporting concerns

Questions, concerns or requests for further information should be raised through the relevant manager or through the group compliance contact at compliance@ignitetalentgroup.co.uk.

Concerns involving wrongdoing, unsafe practice, exploitation, bribery, unlawful discrimination, data protection or serious non-compliance may also be escalated under the Whistleblowing and Speak-Up Policy.

Approval and review

Approved by	Nicholas Ryan
Position	Director
For and on behalf of	Ignite Talent Group Ltd and Ignite Construction Talent Ltd
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