

Training

Aim

The aim of this procedure is to ensure that all staff of the Organisation receive awareness training, and specific training in the responsibilities and impacts of their individual jobs, and that training records are kept.

Scope

This procedure applies to all the Organisation's staff including new, part-time, off-site staff, transferred staff, as well as permanent on-site contractors.

Responsibility

Management	Prepare Job Descriptions and/or define Roles & Responsibilities
Administration Staff	Recruitment of personnel, maintenance of records
Managers & Supervisors	Conduct skills audit, arrange training.

Methods

New staff are hired in accordance with standard recruitment practices.

Upon commencement, new staff will receive induction training from Operations Management to introduce them to the Organisation, its systems and procedures and as a general orientation to their workplace. Details of induction completed will be included in each employee's **``Training Record``**.

The Management may conduct an initial skills audit of each position, in consultation with Department Managers. This audit will confirm the skills required for each position (as expressed in relevant job descriptions) and will map the existing skills of staff in each department.

Where a ``gap`` is identified between required and existing skill levels, appropriate training is sourced (either internal or external to the Organisation) and the Department Manager/Supervisor shall prioritise and schedule the training within a reasonable time frame.

Records of skills training undertaken are maintained in the staff members' files.

Image "Training"

Records

The following documents are maintained as system records:

- **Training Register**
- Individual employee folders - stored in Accentis:
 - Personal Information
 - Required Licences
 - Medicals
 - Certificates & Approvals
 - Check & Training Records

References

- Training Register