

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.

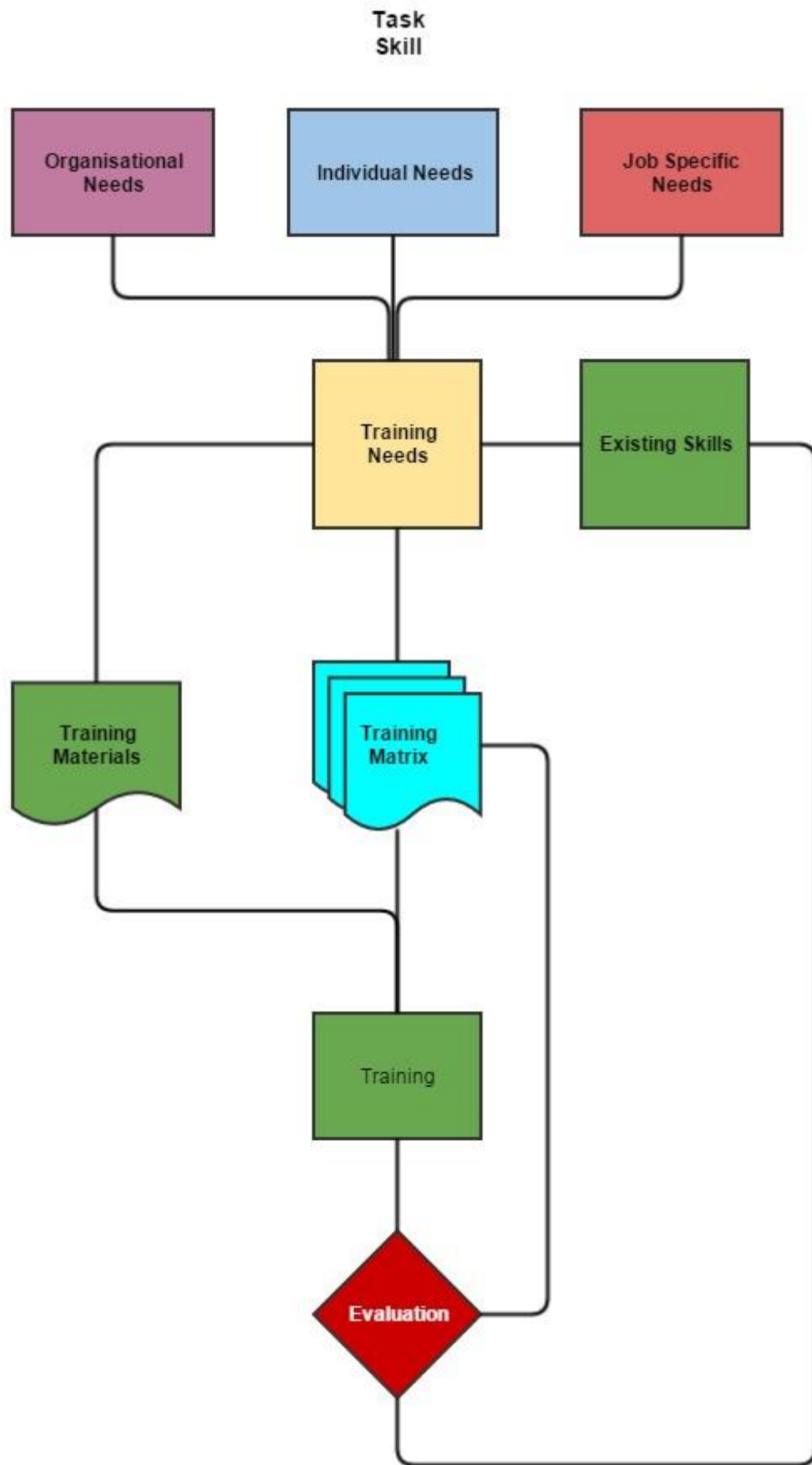
Upon commencement, new staff will receive induction training to introduce them to the Organisation, its systems and procedures and as a general orientation to their workplace. Details of induction completed will be included in each employee's training records.

Management may conduct an initial skills audit of each position. 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 priorities and schedule the training within a reasonable time frame.

Employees "self-assess" their individual skill levels to determine any training that may be required. The records of this assessment are maintained in the Employee Skills Matrix

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





Succession Planning

Succession planning is implemented across Grant Transformers/Star Delta by ensuring new on boarded employees are exposed to different departments and required to execute various tasks within the business. This allows cross cover when the needs arise in the said role. A constant ongoing internal training program is undertaken through actual interactive projects whereby staff are trained in a said field as the knowledge is required.

Individual employees are assessed annually with development plans updated accordingly.

Records

The following documents may be maintained as system records:

- Training Register
- Individual employee records
- Personal Information
- Required Licenses
- Medical results as appropriate
- Certificates & Approvals
- Check & Training Records
- Employee Self-Assessment Records