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## 1.10 TRAINING AND INDUCTION

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### 1. PURPOSE

To ensure the development and competence of new and existing employees is regularly reviewed, training needs identified and facilitated.

### 2. SCOPE

This applies to all employees.

### 3. RESPONSIBILITIES

It is the responsibility of all Managers.

### 4. POLICY

- a) All new employees shall be given Induction Training when they commence. Those employees required to operate machines or equipment shall receive the necessary training before they are left to operate machinery or equipment without supervision. Refer 1.3 Employee Inductions.
- b) During each Annual Performance Appraisal all training needs should be assessed for each individual employee and recorded on the appraisal form.
- c) Each branch is to summarise the branch training requirements once all appraisals are complete. A copy of this summary must be forwarded to the Managing Director.
- d) Branch and Head Office training requirements shall be reviewed by ALSPEC Board Members, Branch Managers and all Department Heads at the Branch Strategy Meeting held every six months. The purpose will be to identify where training is deficient and to determine how this can best be overcome (i.e. by internal/external training, group/individual training, etc.).
- e) As well as regular reviews, heads of departments can make recommendations for additional training where appropriate, of any employee who is considered to have future potential in a supervisory or management position and for those affected by the introduction of new technology, equipment or systems. All Directors and Branch Managers have authority to arrange individual training as required.

- f) Once the training needs have been established, it is the duty of all managers to ensure that a training program is developed and that the training takes place.
- g) ALL training undertaken by staff (including internal/external training) must be recorded and submitted to HR. The purpose will be to maintain competency standards and promote career path development.
- h) Training Assessments must be carried out at appropriate and timely intervals to ensure new competency levels are maintained, knowledge and skills are being applied, course content is relevant and effective. This will be included in the Annual Performance Appraisal
- i) The company will consider sponsoring tertiary studies on an employee by employee basis. Approval for sponsorship must be obtained by the Managing Director or Finance Director.

**5. FORM LIST**

Form 1.10A Employee Training Records