

# Training and Competency Procedure Policy

## 1. PURPOSE

The aim of this procedure is to identify the training and competency needs based on various internal and external requirements, determining course content, selecting training providers, assessing training effectiveness and conducting system inductions/awareness training. The procedure ensures that all staff are made aware of all IMS procedures, position responsibilities and other company or job requirements.

## 2. PROCESS

### 2.1 Determining competency requirements

The Director(s) shall identify competency requirements for EMtek personnel. This shall be based on the requirements of legislation, project requirements and the risks associated works being conducted. Competency requirements shall be determined for each position (including management).

Review of competency requirements shall occur whenever the following occur:

- Changes occur to legislation.
- New equipment, work processes or systems are introduced.
- New projects are planned.

New personnel will be evaluated against their corresponding minimum criteria when applying for the position, upon beginning in the role, and after 3 months in the role.

## 2.2 Training Needs Analysis

### 2.2.1 When Quoting/Tender for Work

The relevant Manager will ensure that the business is adequately skilled to handle the client's requirements. This is recorded in the proposal/tender documents. If the current training levels and competencies are deemed appropriate, then no further action is required. If current training is not sufficient, the relevant Manager in consultation with relevant stakeholders will identify the course content required.

### 2.2.2 When Legislation/Business Requirements Change

The relevant Manager must make the Director(s) aware of these changes and ensure any additional training needs are discussed with staff.

### 2.2.3 When Ad-hoc Needs Are Identified

Whenever staff raise the need for additional training needs or training needs identified through audits or non-conformances:

- The Director and/or the relevant Manager must discuss these new requirements.
- Following the appropriate consultation as required and provided training as agreed.

## 2.3 Determining Course Content

The relevant Manager will determine the course content based on:

- Client requirements.
- Information and recommendations from industry associations.
- Information from non-conformances, general strategic initiatives and consultation with staff.
- Information provided on legislative changes.

## 2.4 Selection of Training Providers

Training providers will be accredited and selected in the same way as other suppliers of services.

## 2.5 Maintaining Training Records

The relevant Manager is responsible to ensure a Training and Competency Register is maintained and make certain that information on all staff training is available centrally and notification of any recurrent training is in effect.

## 2.6 Assessment of Training Effectiveness

The relevant Manager will consult with staff, individually or as a group, to discuss the effectiveness of the training they have undergone. The information will also be noted in the personnel files.

## 2.7 Induction & Awareness

All employees will be inducted when they start working with the Company. The induction will be recorded in their personnel files.

All contractors will also be inducted before they commence work on-site. This forms part of the supplier prequalification and will be part of the supplier's terms of engagement. The relevant Manager will ensure all new staff and contractors are inducted before commencing work.