

STAFF TRAINING AND COMPETENCY POLICY

This policy details the training and development requirements for all staff employed by Saltbush Contracting.

Staff development refers to the growth of the individual's potential and career in terms of knowledge, skills, personal abilities, competencies and understanding to support Saltbush Contracting in providing our services. It is a continuous process that can help individuals to:

- Extend their range of performance;
- Identify and develop their potential;
- Respond positively to change, uncertainty and conflict;
- Increase their job satisfaction; and
- Improve their self-confidence, motivation and initiative.

Saltbush Contracting shall utilise on-the-job training to develop our staff. On-the-job training includes learning through the experience of completing the job, reflecting on that experience, discussing it with a manager, supervisor or colleagues, receiving feedback on performance and reviewing and evaluating the employees performance.

Individual staff have a responsibility to keep themselves informed in their own field or area of work. They should give thought to their own training and development needs and career aspirations and be prepared to devote time and energy in meeting those needs. Saltbush Contracting have a responsibility to ensure that mechanisms are in place to facilitate the continuing professional development of all staff.

On commencement of employment every new employee will start a mandatory probationary period. At the end of the probation period a review will be conducted. The reviewer's role is to take a professional interest in the development of the new member of staff and having regular discussions with them. At the end of the review process, the employee will be provided with a letter of confirmation informing them they have been successful in continuing their employment with Saltbush Contracting.

Employees who are successful in employment will undergo annual reviews. The purpose of these reviews is to provide an opportunity, firstly to look back at the contribution that has been made by an individual, and then to look forward and make plans for the coming year. The aim for carrying out the review annually is to support and develop staff to achieve both career development objectives and performance improvements.

Professional development needs (knowledge, skills, competencies, education) can be met in a number of ways. Saltbush Contracting have an important role to play in helping to raise performance at all levels and across all core activities. Saltbush Contracting aims to provide all staff with a high quality of training, development, education and advice in knowledge transfer, leadership and management, and personal and career development.

Saltbush Contracting shall ensure the legal requirements for training and competency under the work health and safety legislation is met.

This policy is applicable to all Saltbush Contracting personnel and contractors conducting business at Saltbush Contracting worksites.


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SAFETY IS NOT SIMPLY A STATISTIC BUT A VALUE THAT IS INSTILLED IN EVERYTHING WE DO