**TRAINING AND DEVELOPMENT POLICY**

This policy sets out the Company’s approach to training and development to ensure all employees of are given equal opportunity to undertake these activities to develop their knowledge and skills which in turn supports career development.

Employees may be required to undertake specific training as a pre-requisite for a position, alternative position or project.

Employees are encouraged to undertake learning and development activities which may include formal training courses, attaining qualifications, attending workshops and conferences, mentoring or on-the-job coaching.

An individual plan may be set in consultation with an employee with staff during or outside the performance review process. This plan will outline specific training which could be to assist addressing skills and performance gaps, to assist the employee to transition into a new position as well as to compliment career goals. This plan may be modified or amended as required throughout the year.

Although training is encouraged, employee development is a joint responsibility and as such individuals need to take a level of responsibility for their own career development and schedule time (in consultation with their manager) to attend specified training and development activities. The Company encourages staff to seek appropriate development opportunities as well as make suggestions for potential training opportunities for consideration.

The Company encourages diversity in incumbents filling positions and will support employees wishing to gain formal trade qualifications to assume an alternative career path with the Company.

Employees will be paid at their ordinary hourly rate, up to maximum of 8 hours per day, for attendance at an approved training program which is held on a regular working day.

All training set will be subject to Management approval, to ensure all training programs and activities are within the Company’s budget.

**Policy Approver:** Insert Title