



Integrated Management System Training & Development Policy



Codmah Pty. Ltd.
ABN 19 051 474 983

Codmah Pty Ltd is an Equal Opportunity Employer. Any decisions arising from this policy will be based on our EEO Guidelines as set out in our Code of Conduct. Codmah acknowledges that professional development is integral to personal job satisfaction, workplace productivity, reward and recognition and is critical to the achievement of the organisation's mission and continuous improvement in the quality of its operations.

Definitions:

Training:

Training involves the process of acquiring specific skills and knowledge to a proficient standard, either through formal training and education programs or informally through practical experience and on-the-job training.

Development:

Development involves the process of expanding or improving an individual's ability and positive values, and the capability of that individual to broaden their scope of responsibilities.

The objectives of this Policy are:

- To provide the opportunity to plan and develop skills, knowledge and attributes that are based on individual needs, complement organisational and work unit goals and reflect the high value Codmah places on attracting and retaining high quality employees.
- To administer the Employee Qualifications, Competency matrix and Employee Performance Evaluations as the framework for implementing this policy.
- To encourage a partnership between employees and their supervisors to assist employees in taking an active role in their ongoing career development and set achievable goals as part of their Employee Performance Evaluations.
- To encourage, support and provide opportunities to participate in career development activities that extend and enhance employees' capabilities and capacity for advancement within the organisation and link such career development to goals set in Employee Performance Evaluations.
- To provide fairness and equity of access to career development opportunities.
- To establish and maintain effective liaison with external organisations to provide relevant training, development and assessments and where appropriate, enter into Service Agreements with Registered Training Organisations.
- Ensure Verification of Competency (VOC) Assessments are carried out for high risk activities.

Procedure:

- To provide administrative guidelines to facilitate fairness and equity in the application of these objectives.
- Codmah will be fully responsible for the costs incurred in assisting employees to acquire a particular skill, learn specific material or to acquire specific qualifications in order for them to carry out the duties attached to their existing position, where re education is required and for identified career development needs.
- Some development and training may be mandatory for particular working conditions and as dictated from time to time by our Clients.

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- Career development occurs through a range of programs and shall be taken to include participation in and attendance at:
 - Orientation and induction;
 - On-the-job training;
 - internal and external courses;
 - traineeships and apprenticeships;
 - acting in a higher position;
 - membership of committees, working parties or taskforces, both internal and external;
 - attendances at conferences and seminars;
 - networking, coaching and mentoring programs.
- Where an employee wishes to pursue further education or training which has not been directed by, nor required by Codmah for that person to acquire a particular skill, to learn specific material, or to acquire specific qualifications to carry out the duties attached to their existing position, the organisation shall endeavour to facilitate such education or training subject to:
 - permissible flexible working arrangements including the use of unpaid leave and change in standard working hours;
 - use of company's equipment or services;
 - granting up to two days study leave as necessary to attend examinations;
 - the overall training needs and priorities of the organisation;
 - satisfactory assurances from the employee's supervisor that the continuity of the organisations business can be carried on in those circumstances, and
 - equity in the provision of opportunities to facilitate self directed career development.
- Educational or training requirements involving reimbursement of fees or provision of paid study leave may also be negotiated as part of the contract of employment between the employee and Codmah.
- Monitor and evaluate the Training and Development Policy with a view to:
 - ensuring quality development activities are delivered by Training and Service providers and by supervisors within the organisation;
 - delivering cost effective, Specific, Measurable, Achievable, Realistic, Timely (SMART) and equitable training and development;
 - revising position descriptions in line with the growth in career development where appropriate.
- Establish Verification of Competency Assessments for high risk activities in accordance with industry standards.
- Conduct Verification of Competency Assessments for employees and subcontractors.

RESPONSIBILITY:

- The responsibility of the Human Resources Manager will be to:
 - implement this Training and Development Policy;
 - administer the Employee Qualifications, Competencies Matrix;
 - liaise with the Construction Manager and Project Managers to analyse employee training and development needs and develop and implement plans to meet these needs;
 - establish and maintain a collection of relevant training and development resources.

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- The Project Managers and Work-Site Manager shall be responsible for induction training.
- The Project Managers and Supervisors shall be responsible for proposing and providing specific on-the-job training and development.
- The Construction Manager and Project Managers shall monitor and evaluate training and development activities and report on their effectiveness to the Human Resources Manager.
- Cert IV TAE's are responsible for designing, presenting and assessing workers engaged in high risk activities to ensure competencies are verified.
- Cert IV TAE's and HR/Systems Manager to record and issue certificates for VOC's.

Related Documents:

Employment Relations Policy (COD-POL-004)

Return to Work Policy (COD-POL-007)

Code of Conduct (COD-POL-008)

Employee Performance Evaluation (COD-FMA-118)

John Murtagh
Director

Barbara Atkinson
HR/Systems Manager

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