	TRAPOL100 Training Policy	
	Version: 2.0 Last amendment: 01/07/2009	Approved By: CEO Date: 10/01/2014
	Document Contact: Training Coordinator	Next Review: 10/01/2017

INTRODUCTION

YBE has an ongoing commitment to train employees in direct alignment with Work Health and Safety (National Uniform Legislation) Act 2011 and Work Health and Safety (National Uniform Legislation) Regulations.

STATEMENT OF AUTHORITY

The provisions in this Training Policy have due reference to:

- Work Health and Safety (National Uniform Legislation) Act 2011
- Work Health and Safety (National Uniform Legislation) Regulations
- Current Employment Agreement
- Code of Conduct.

INTENT

YBE is committed to delivering effective pathway programs to provide opportunities for all employees to take an active involvement in the success of this company.

YBE recognises the need for a skilled, safe and flexible workforce that fully meets its business needs and is capable of being employed on a variety of tasks within the organisation.

As a company YBE also recognises the importance of providing clear career pathways for all of our employees to assist in the retention of quality people through providing personal and professional development opportunities.

RELEVANT DEFINITIONS

GM the General Manager of YBE or his/her delegate.

Code of Conduct is the Code of Conduct required by all YBE employees.

Co-ordinator a person employed by YBE under an employment contract as a Co-ordinator.

Current Employment Agreement is the employees' contract of employment in force at any given time

Employee describes employees, apprentices, trainees, agents and contractors (including temporary contractors).

HR Manager Human Resource Manager or his/her delegate.

Manager a person employed by YBE under a written contract as a Manager.

Supervisor a person employed by YBE under a written contract as a Supervisor.

YBE YBE (2) Pty Ltd.

POLICY

YBE OBJECTIVES:

1. Providing opportunities for the Yolngu people to participate in and manage this company.
2. Provide quality, valuable, timely training to ensure that all employees are skilled and capable to carry out their role safely and effectively.
3. Recognise the skills that people bring to the company and align these skills to business need through gap training and mentoring.
4. Provide opportunities for career progression through training, mentoring and skills development.

TO ACHIEVE THIS YBE WILL:

1. Develop and implement effective pathway programs.
2. Provide opportunities and encourage career progression of individuals.
3. Continually identify training requirements and tailor specific programs for the gain of both YBE (2) and its employees.
4. Ensure suitable planning is completed so that employees can attend required training in a timely manner.
5. Ensure time is allocated for Training / Skills Development.
6. Determine area training priorities and program suitable training courses.


7. Ensure that there are appropriately qualified and experienced trainer / assessor / mentors within each department.
8. Provide a systematic approach to training and development that compares favourably with industry best practice.
9. Ensure all employees under their department attend the correct inductions prior to working in the relevant areas.

SUPPORTING DOCUMENTATION

Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations
Current Employment Agreement
Code of Conduct.
YBE Code of Conduct

RESPONSIBILITIES

The site manager is responsible for approval of all training.
Training Coordinator is responsible for the coordination and booking of all training.

	TRAPRO100 – Training Procedure	
	Version: 3.0 Last amendment: 09/09/2010	Approved By: Glenn Aitchison Date: 11/02/2014
	Procedure Contact: Training Coordinator	Next Review: 11/02/2017

INTRODUCTION

YBE's focus is on maintaining an efficient and effective workforce in accordance with core business. YBE recognise the need for training to maintain contract obligations and safety for all employees.

INTENT

The purpose of this procedure is to ensure all YBE employees are trained and assessed as competent to undertake the tasks within their job / role requirements in a safe and efficient manner.

RELEVANT DEFINITIONS

Assessment The process used to gather evidence of an individual's competence (knowledge and skills) to carry out a workplace task / job which has been aligned to an industry standard.

Assessor a person who holds the TAE40110 qualification and has been registered to completed site VEOPs through the client's registration process.

GM the General Manager of YBE or his/her delegate.

Close Supervision The process used to gather evidence of an individual's competence (knowledge and skills) to carry out a workplace task / job which has been aligned to an industry standard.

Code of conduct is the conduct required by all YBE employees

Competence demonstrated skill and knowledge required to carry out a task in a safe and efficient manner.

Competency Standards Nationally agreed industry standards which describe the workplace outcomes for a given competency level. The standards reflect the specific knowledge and skills and the application of knowledge and skills to the level of performance required by the industry.

Content Expert an Individual who has relevant knowledge, skill and experience in a particular activity who may provide mentoring during training or technical advice during the assessment process (Individual is not required to hold a formal training qualification).

Co-ordinator a person employed by YBE under an employment contract as a Co-ordinator.

Employee describes employees, apprentices, trainees, agents and contractors (including temporary contractor)

Limited Supervision Participant has been assessed to a level where they are safe to operate under limited supervision.

Manager a person employed by YBE under a written contract as a Manager.

OEM Original Equipment Manufacturer.

Participant employee undergoing training and assessment.

Registered Training Organisation (RTO) An organisation registered to provide nationally accredited training (competencies and qualifications) according to the AQTF standards.

RPL/RCC Recognition of Prior Learning (RPL) / Recognition of Current Competency (RCC) are the acknowledgment of an individual's prior qualifications, skills and/or knowledge.

Supervisor a person employed by YBE under a written contract as a Supervisor.

Training Needs Analysis Identifies the skills / training gap between what an individual requires for a particular role and the current skills held by the individuals.

VEOP Vehicle and equipment operating permit

VEOP Verification the process to ensure that the appropriate level of competence is maintained after a 3 year expiry period.

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PROCEDURE

1. Training required under legislation:

Work Health and Safety (National Uniform Legislation) Regulations states in:

- Chapter 3 General risk and workplace management
- Part 3.2 General workplace management
- Division 2 General working environment

39 Provision of information, training and instruction

(1) This regulation applies for the purposes of section 19 of the Act to a person conducting a business or undertaking.

(2) The person must ensure that information, training and instruction provided to a worker is suitable and adequate having regard to:

- (a) the nature of the work carried out by the worker; and*
- (b) the nature of the risks associated with the work at the time the information, training or instruction is provided; and*
- (c) the control measures implemented.*

Maximum penalty:

- (a) in the case of an individual – \$6 000.*
- (b) in the case of a body corporate – \$30 000.*

Note for subregulation (2) Strict liability applies to each physical element of this offence. See section 12B of the Act.

(3) The person must ensure, so far as is reasonably practicable, that the information, training and instruction provided under this regulation is provided in a way that is readily understandable by any person to whom it is provided.

Maximum penalty:

- (a) in the case of an individual – \$6 000.*
- (b) in the case of a body corporate – \$30 000.*

Note for subregulation (3) Strict liability applies to each physical element of this offence. See section 12B of the Act.

- Chapter 10 Mines
- Part 10.3 Risk management plan
- Division 2 Duties relating to risk management plan Work

620 Duty to provide training

Without limiting regulation 39, training required by the current risk management plan for a mine site to be provided to a worker at the mine site, as mentioned in regulation 613(g), is training that must be provided by the mine operator under regulation 39.

2. Competence:

The level of competence for any participant will be determined through successful completion of a VEOP that has been signed off by an assessor.

The VEOP will be mapped to a nationally recognised Unit of Competence from the relevant training package.

3. Induction:

All YBE employees and contractors are required to undertake the relevant YBE inductions prior to commencing work. In addition, employees will be required to complete area specific inductions. Area specific induction checklists are located on the database. YBE area specific inductions are to be completed by the area supervisor or a designated leading hand prior to the individual undertaking any work.

All short term visitors to YBE are to complete a Visitor's Induction Brochure, and must be escorted by a fully inducted employee who is to remain with the visitors at all times. The Sponsor is to complete in the induction brief and sign off on the Visitor Induction Brochure. The visitor is to retain the Brochure for the duration of the visit and is to return it to the Sponsor or receptionist on signing out prior to departure (if visitor is on site for a number of days they retain the Brochure for the full period of the visit). All visitors are to sign into the Visitors sign in register and enter their induction number on arrival and sign out immediately prior to departure. See TRAPROC104 – YBE Induction Process and TRAPROC105 – Induction Matrix

4. Training and Assessment process:

The training and assessment process that individual's will be required to undertake will depend on their level of experience. Please refer to:

- TRAPROC100 – renewal of competence process
- TRAPROC101 – YBE equipment assessment process
- TRAPROC102 – Training and assessment process

External Training Provision - Where training and assessment experience lies outside of YBE, an external provider will be engaged to deliver the required training and assessment services.

5. First Competent Person

The first competent person process is to be applied in the following circumstances:

- When a **new** process, machine or equipment is introduced and a competent person is required to train and/or assess others (OEM representative and a YBE employee with relevant expertise to be used where possible for this situation).
- When starting a new project for the initial establishment of the Training System.

To train or assess others in the competency, the first competent person shall either have relevant training/assessment competencies or able provide technical expertise to a trainer/assessor. Please refer to TRAPROC103 – First Competent Person Process. Once person is selected and appointed then completion of TRAFRM113 – First Competent person selection and appointment form is completed.

6. Training staff competency/Qualification requirements

Trainers shall hold as a minimum either of the following training competencies (or equivalent):

- TAEDEL401A Plan, organise and deliver group-based learning
- TAEDEL402A Plan, organise and facilitate learning in the workplace
- TAEDES401A Design and develop learning programs
- TAEDES402A Use training packages and accredited courses to meet client needs

Assessors shall hold as a minimum the following assessor competencies (or equivalent):

- TAEASS401B Plan assessment activities and processes
- TAEASS402B Assess competence
- TAEASS403B Participate in assessment validation

Training Coordinator shall hold as a minimum (or equivalent):

- TAE40110 Cert IV in Training and Assessment

Trainer/Assessors shall be appointed by the YBE Training Coordinator using TRAFRM111 – Assessor Appointment Form.

Current list of Trainer and Assessors at YBE are registered in TRADOC102 – Trainer and Assessor Index.

In order for a trainer and assessor to be registered with RTAG then they must register with RTAG using one of their trainer and assessor registration forms and signed off by RTAG training department.

7. Records Management

An individual training file is to be established for each employee and is to be managed and secured by the Training Coordinator. They also ensure the training database is updated on completion of any training / assessment.

Where training and assessment is conducted by an external provider, all original statements / certificates / qualifications are to be copied and verified by the Training Coordinator.

A Training Attendance form (TRAFRM107) is to be filled out by all participants attending any training or induction and collected by the Training Coordinator at the completion of the course. For courses or training sessions where there is no formal assessment or certificate issued, the attendance form is to be copied and placed in each attendee's file as a record of attendance (eg RTAG area induction).

All training and assessment documentation is to be held for a minimum of 7 years.

8. Document Control

All training and assessment documentation is to be document controlled. The Training Coordinator is to manage all documentation within the Training System Database and ensure that any changes made are updated on the Database and only the latest documents are available on the system.

SUPPORTING DOCUMENTATION

TRAPOL100 Training Policy
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations
Current Employment Agreement
Code of Conduct
TRAPROC100 – renewal of competence process
TRAPROC101 – YBE equipment assessment process
TRAPROC102 – Training and assessment process for further details
TRAPROC103 – First Competent Person Process
TRAfrm113 – First Competent Person Selection and Appointment Form
TRAfrm111 – Assessor Appointment Form
TRAPROC104 – YBE Induction Process
TRAPROC105 – Induction Matrix
TRAfrm107 – Training Attendance Form

RESPONSIBILITIES

The Training Coordinator is responsible for the entirety of this procedure. They may seek assistance from Training administration where necessary.