

# TRANSPORTATION YOU CAN RELY ON

P16 – Training and Competency Policy

01.08.2024



## **P-16 Training and Competency Policy**

This document sets out the policy of the Company with regards to the provision of training to workers and the management of competence.

### **Statement of Intent**

It is the policy of the company to ensure all measures are taken to ensure our workers are appropriately trained to ensure they have the skills and knowledge to safely and efficiently complete all work tasks undertaken.

We will ensure that training opportunities are provided to all workers on an equitable basis and that adequate time is allocated for completion of training. Workers are encouraged to take ownership of their own professional development. Some workers, such as those completing apprenticeships, have the right to apply for time off to complete training and the company has a responsibility to process and agree to such requests as required.

### **Training Resources**

Training may be completed in-house by our own workers who are competent to provide training or will be provided by approved 3rd party training providers and completed on or off site.

Training completed will be logged, training records retained and feedback will be collected from trainees about the quality of the training received.

### **Management of Competency**

Ongoing review of training and competence will be completed with a formal appraisal completed at least annually when forward training requirements will also be reviewed. Training completed and qualifications / licences held will be logged on company Training Matrix to provide an overview of skills held and ensure any renewal / refresher dates are managed effectively. All work tasks that require a level of competence will be identified and added to the Training matrix and worker competency will be logged for each task as required.

### **Approved by:**

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