**TRAINING AND DEVELOPMENT POLICY**

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| **Title:** | A1 Building Solutions Training and Development Policy |  |  |
| **Ref:** | POL-HR-014 | **Date Effective:** | 21/09/2020 |
| **Version No.** | 001 | **Review Date:** | 21/09/2021 |

\* Unless otherwise indicated, this policy will apply beyond the review date.

1. **POLICY OBJECTIVE**

Learning and development is an ongoing commitment to developing people as an integral part of the Business’ operations. A1 Building Solutions is committed to providing various types of training and development activities which focus on a holistic approach aimed at building the skills, knowledge and behaviours of employees. Staff may be required to complete both accredited and non-accredited training courses and are also responsible for their own learning, this overall benefits business performance.

The purpose of the Training and Development policy is to ensure that all employees are aware of their obligations in relation to this area. Training and coaching activities are an important part of effective human resource management that benefits both A1 Building Solutions and its employees. These activities are to assist employees to effectively carry out their duties and to meet legislative / compliance requirements. Where possible A1 Building Solutions will also offer additional training and development opportunities in all aspects of the industry, and their career and personal development.

1. **SCOPE**

This policy applies to all Employees of A1 Building Solutions Pty Ltd

1. **DEFINITION**

For the purposes of this policy the following definitions are outlined:

 **The Company -** refers to A1 Building Solutions Pty Ltd

**Employee -** refers to any person directly employed by the Company on either Full Time or Part Time.

**Accredited Training Courses** - Courses which are accredited with the Australian Skills Quality Authority (ASQA) which means they are nationally recognised and meet an established industry, educational, legislative or community need. They are delivered or offered by a Registered Training Organisation (RTO).

**Apprenticeship** - The time spent learning a skilled trade under a qualified tradesperson and attending courses.

**Non-accredited training courses** – Non-formal learning (adult learning) or training courses referring to structured, taught learning, but differs from accredited training courses which do not lead to a qualification within the Australian Qualification Framework (AQF) or meet ASQA standards.

**Mentoring** – Mentorship is a personal developmental relationship in which a more experienced or more knowledgeable employee helps to guide a less experienced or less knowledgeable employee to develop not only for the current job, but also for the future. The mentor would have a certain area of expertise.

**Coaching** – The purpose of coaching is to improve the individual's performance on the job. This involves either enhancing current skills or acquiring new skills and knowledge.

1. **Description of policy**

A1 Building Solutions encourages all employees to participate in training and development opportunities for the following reasons but not limited to:

1. offering opportunities for continual learning and development;
2. increasing career prospects;
3. identifying areas where strong knowledge and skills already exist; and,
4. potentially identifying career succession planning opportunities.

Staff are responsible for their own learning and are therefore encouraged to participate fully in learning and development initiatives. Training sessions will be facilitated via different types of mediums to suit different types of learners i.e. face-to-face or online training sessions. Should an employee be required to complete online training courses, facilities are available on-site for staff to complete courses in low peak trading times or can be accessed remotely.

A1 Building may also require an employee to undertake compulsory training or qualifications that is relevant to their current or future role. For example staff undertaking an apprenticeship may need to be deemed competent in accredited training subjects and courses i.e. TAFE and satisfactory complete a minimum three (3) year work tenure. Staff undertaking these types of training courses will also need to treat them the same as their normal rostered shifts and ensure they are punctual to the courses.

A1 Building is under no obligation to subsidise training that is not directly linked to an employee’s current occupation.

The following outlines the responsibilities of employees in regards to training and development initiatives:

* Staff are encouraged to speak with their direct supervisor or Managing Director explaining where they believe a gap is present in their skills and knowledge or they believe that training would further their professional development.
* Employees are expected to be punctual to all training sessions as there is a considerable amount of time and resources that goes into coordinating and preparing for training sessions.
* Employees are expected to treat all training the same as they would their normal rostered days. Should they not be able to attend a required training session, they must provide A1 Building Solutions with a minimum 1 week notice as to why they cannot the training session.
* Staff may be requested to attend additional training to mutually benefit A1 Building Solutions and its employees. All attempts will be made to endeavour to schedule training to suit employment hours and employee commitments.
* Staff are responsible for their own learning and to be involved in all training and development activities.
* Staff are encouraged to complete training feedback forms.
* All staff attending training courses are representing A1 Building Solutions and as such should at all times present themselves in uniform unless otherwise organised in writing.

*The following outlines the responsibilities of Management:*

* *Managers will endeavour to follow-up with employees post training sessions to discuss their new learning and skills.*

*The following outlines the responsibilities of the Management department:*

* *Coordinate all Training and development activities within A1 Building Solutions and ensure a copy of the Training and Events Calendar is posted in the staff room.*
* *Arrange training during the employee’s rostered days; however, employees may not unreasonably refuse to participate in training or development activities which fall outside their usual hours of work. A1 Building Solutions reserves the right to cancel or reschedule training if it conflicts with business needs; for example, an unexpectedly busy week.*
* *Send confirmation to staff regarding their required attendance at training as per their roster.*
* *Should a training course have a certificate associated with it, the Management department will ensure that a copy of the certificate is issued to the employee and a copy to be placed on the employee’s personnel file in-conjunction with any other training related material. This will be retained on file for the duration of the employee’s employment and 7 years thereafter.*
* *The Management department will ensure apprentices are reimbursed for their course fees in the event they passed all of their subjects in a semester upon provision of a receipt.*
* *To ensure all training attendance is recorded, retained on file and ensure staff are paid for their attendance for completion of assigned training courses.*
* *All requests for further training should be forwarded to the management department for assessment*
* *The Training and Development Policy will be reviewed on a two year basis by Management.*

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| **ACKNOWLEDGEMENT**I hereby acknowledge the Company Policy related to Training and Development Policy.I confirm, I understand the content of this policy and its direct relation to my role within the Company.I understand that my failure to comply with this policy may directly result in disciplinary action being taken ortermination of my employment/ agreement with the Company. |
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| Employee/Contractors Name: |  |  |
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| Signature: |  |  |
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| Date: |  |  |
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