

SPIRE SAFETY



TRAINING AND COMPETENCY PROCEDURE

SS-WHS-PRO-000

DOCUMENT HISTORY

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1 Purpose

The purpose of this training and competency procedure is to establish a structured and systematic approach to ensure that employees possess the necessary knowledge, skills, and competencies required to effectively contribute to the organisation's compliance with relevant legislation and standards.

This procedure aims to identify training needs, develop appropriate training programs, assess and monitor employee competencies, and provide opportunities for continuous learning and development.

2 Scope

This procedure applies to all processes, activities, and functions within the WHS management system including all relevant training and competency requirements required to maintain compliance with relevant safety standards.

3 Training and Competency Process



Diagram 3. Training and Competency Process

4 Training and Competency Procedure

4.1 Identify Competency Requirements

Staff roles within the organisation are closely examined to identify the key competencies that are essential for success. Competency requirements may vary based upon:

- Job functions,
- Levels of responsibility, and
- Industry and other standards.

This step involves looking at the general staff role, rather than task specific job requirements, and identifying overarching competencies and skills needed like computer skills or negotiation skills.

4.2 Gather Job Requirements

This step involves developing a clear understanding of the skills, knowledge, and qualifications necessary for successful job performance. Job requirements encompass both technical and non-technical aspects and may include:

- Qualifications and certifications,
- Experience levels and specific industry knowledge, and
- Regulatory compliance.

These job requirements form part of the core competencies required to successfully perform this job and are recorded and tracked in Training Register.

4.3 Identify Competency Gaps

This assessment provides a baseline to identify competency gaps and guide the development of targeted training and development programs. The competency requirements and job requirements outlined above are compared against the worker's current skills and competencies with the aim of identifying gaps in knowledge or skills.

4.4 Outline Development Plan

A development plan is prepared to serve as a roadmap for the employee's learning and growth, outlining the specific development activities and resources needed to enhance their competencies. The development plan should consider the following elements:

- Specific competency areas to be developed,
- Clear objectives and goals for each competency,
- Targeted development activities such as:
 - Training programs,
 - Workshops,
 - On-the-job learning,
 - Coaching sessions,
- Timeline for completing each development activity,
- Resources required, such as:
 - Training materials,
 - Online courses, and
 - The time required for the employee to complete the training.

4.5 Implement Development Activities

Implementing development activities involves putting the outlined development plan into action. This step includes scheduling and organising the identified development activities, providing necessary resources, and facilitating employee participation in the planned initiatives including completing the following steps:

1. Communicating the development plan and objectives to the employees, ensuring their understanding and commitment,
2. Coordinating with relevant stakeholders, such as trainers, mentors, or coaches, to facilitate the delivery of the development activities,

3. Arranging for necessary resources, including training materials, technology, or external trainers, to support the development initiatives,
4. Monitoring and tracking employees' participation in the development activities, ensuring they can engage in the planned learning opportunities, and
5. Encouraging employees to actively participate and take ownership of their development, promoting a growth mindset and a culture of continuous learning.

4.6 Monitoring and Reviewing Ongoing Competence

Monitoring and reviewing of ongoing competence are undertaken to ensure development activities are effective in enhancing employees' competencies and addressing the identified development needs. The employee's progress is assessed and the impact of the development initiatives on employee competence levels monitored with the following key steps:

1. Regularly evaluating employee performance and competencies through assessments, observations, or performance evaluations,
2. Comparing the current competence levels with the competency benchmark criteria established earlier in the process,
3. Identifying any remaining competency gaps or areas that require further development,
4. Providing feedback and support to employees to help them address the identified gaps and continue their development journey,
5. Periodically reviewing and updating the individual development plans to accommodate changing business needs, emerging competencies, or new development opportunities,
6. Documenting the progress and outcomes of the development activities, maintaining records of employee competence assessments and training completion, and
7. Using the collected data to inform future training and development initiatives, as well as to demonstrate compliance with ISO management system requirements during audits or evaluations.

5 Reference Documents

The following documents are referenced within this procedure:

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