# TRAINING AND DEVELOPMENT POLICY

This template policy is intended to assist member businesses develop their own workplace policy. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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# TRAINING AND DEVELOPMENT POLICY

Date of issue:

Policy approved by:

Contact person:

## 1 PURPOSE

The purpose of this policy is to establish a set of procedures for the provision of training and development at **[INSERT COMPANY NAME]** to ensure all employees are given the opportunity to undertake training and development activities to develop their knowledge and skills.

## 2 APPLICATION

This policy applies to all employees of **[INSERT COMPANY NAME]**, except casual employees.

The policy is not intended to override the terms of any award, enterprise agreement or contract that applies to an employee.

## 3 POLICY

**[INSERT COMPANY NAME]** may require staff to undertake specific training related to their position or as a pre-requirement for an alternative role or project.

**[INSERT COMPANY NAME]** encourages staff to undertake learning and development activities. Training and development activities may include training courses, seminars, briefings, workshops, conferences, formal courses, mentoring or on-the-job coaching.

In assessing the suitability of training for staff, consideration will be given to the relativeness of the training and the impact it will have on the individual’s ability to increase their performance capability in their role.

An individual development plan may be set by managers in conjunction with staff during the performance review process. This plan will outline specific training to assist the individual address any skill gaps, enhance performance and achievement of objectives, as well as compliment the individual’s career goals. This plan may be modified or amended as required throughout the year to suit emerging or changed needs.

All training set within performance review, or to be attended generally, will be subject to Management approval, to ensure all training programs are within the company’s training budget.

Although training is encouraged by **[INSERT COMPANY NAME]**, development is a joint responsibility and as such individual staff members need to take a level of responsibility for their own career development and making time within their schedules (in consultation with their manager) to attend specified training and development activities. **[INSERT COMPANY NAME]** encourages staff to seek appropriate development opportunities as well as make suggestions for potential training opportunities for consideration.

If you are unsure as to the specific training you wish to undertake, you can contact HR or your manager who can assist you source relevant training.

***[INSERT COMPANY NAME]*** *may amend and vary this policy from time to time.*

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

I have received, read and understood the policy

I am required to comply with the policy; and

There may be disciplinary consequences if I fail to comply, up to and including the termination of my employment.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: