

Training

Aim

The aim of this procedure is to ensure that all staff of Ages Build receive awareness training, and specific training in the responsibilities and impacts of their individual jobs, and that training records are kept.

Scope

This procedure applies to all Ages Build's staff including new, part-time, off-site staff, transferred staff, as well as permanent on-site contractors.

Responsibility

Management	Prepare Job Descriptions and/or define Roles & Responsibilities
Administration Staff	Recruitment of personnel, maintenance of records
Managers & Supervisors	Conduct skills audit, arrange training.

Methods

Recruitment

New staff are hired in accordance with standard recruitment practices.

1. All potential staff must have the Right to Work in Australia - refer to the Code of Ethics & Professional Conduct
2. A Police Checks and Working with Children Check are mandatory.
3. All references are checked.

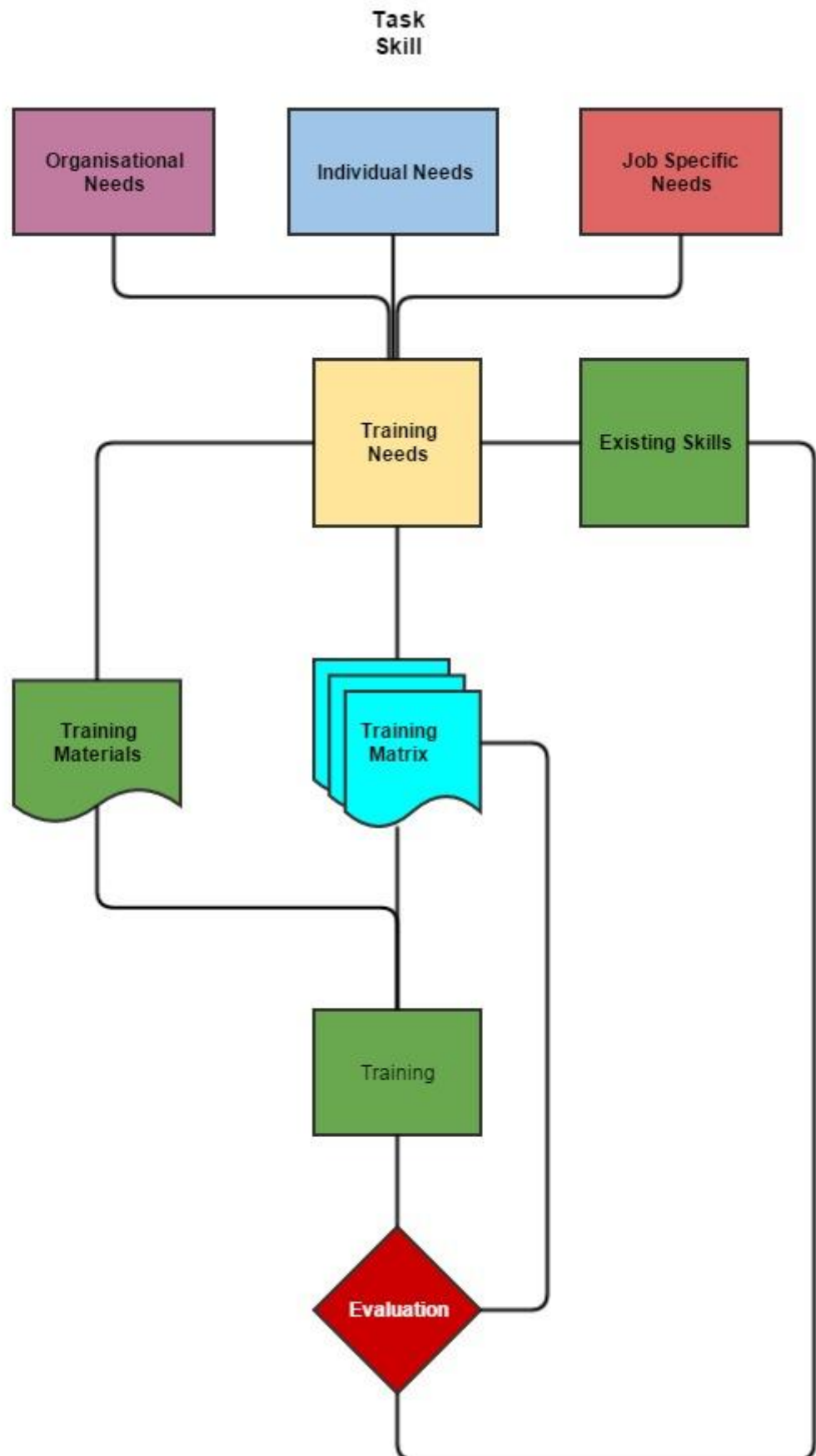
Employment

Upon commencement, new staff will receive [Induction](#) training to introduce them to Ages Build, its systems and procedures and as a general orientation to their workplace. Details of induction completed will be included in each employee's training records.

Management may conduct an initial skills audit of each position. This audit will confirm the skills required for each position (as expressed in relevant job descriptions) and will map the existing skills of staff in each department.

Where a "gap" is identified between required and existing skill levels, appropriate training is sourced (either internal or external to Ages Build) and the Department Manager/Supervisor shall priorities and schedule the training within a reasonable time frame. The records of this assessment are maintained in the Employee Skills Matrix

Records of skills training undertaken are maintained in the staff members' files.





Records

The following documents may be maintained as system records:

- Training Register
- Individual employee records
- Personal Information
- Required Licenses
- Medical results as appropriate
- Certificates & Approvals
- Checks & Training Records