HSEQ PROCEDURE

HEALTH, SAFETY, ENVIRONMENTAL AND QUALITY MANAGEMENT PROCEDURE FOR TRAINING, COMPETENCIES AND AWARENESS

Insert Your Company Logo

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevant to the state of the st

Amendment Record				
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		awareness that is leading to the company of the com		
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The latest revision of this procedure is on Insert Your Company intranet site.

It is the responsibility of the individual to ensure that any hardcopy is the current revision.

A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

Document Title:	١.	Training, Competencies and Awareness		Rev:	1.0
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2. PURPOSE

The purpose of this procedure is to outline Insert Your Company processes to ensure that the training, competencies and awareness needed to meet internal or external requirements are defined and that actions are taken to meet these needs to enable a structured and consistent methodology for identifying and verifying health, safety and environmental training.

This procedure also defines the responsibilities for planning, reporting and retaining records associated with training, competencies and awareness.

3. **SCOPE**

ain. or in Compete C This procedure applies to all personnel whose job fur internal or external requirements of Insert Your Ca be given to ensure that all personnel are suitably rre d of their duties, responsibilities and job functions

TERMS AND DEFINITIONS 4.

Term	Defir'
Competency	A colonic attraction accordance with company
Contency .ssessm. +	
Competent	A pho has acquired, through a combination of train qualification or experience, the knowledge and skill ecessary to undertake their work safely or discharge their tions in accordance with company expectations.
	set of interrelated or interacting activities which uses inputs to deliver outputs.
Reco _s Learning	An assessment of the skill, knowledge and behaviours an individual has achieved outside the formal education and training system, through previous training, work experience or life experience. RPL assesses this unrecognized learning against the requirements of the qualification and set competencies, removing the need for duplicated learning.
Record	Document(s) stating results achieved or providing evidence of activities performed.
Registered Training Organization	A training organization registered by a State or Territory registering body in accordance with the Australian

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