

**ENVIRONMENTAL MANAGEMENT  
PROCEDURE FOR TRAINING,  
COMPETENCIES AND AWARENESS**

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## 1. APPROVAL

Document Control				
Document:	E-MP-4 – Training, Competencies and Awareness			
Version:	1.0			
Released:	Insert Date			
Review Date:	+ 1 year			
Prepared By:	Insert Person	Position:	Insert Position	
Reviewed By:	Insert Person	Position:	Insert Position	
Approved By:	Insert Person	Position:	Insert Position	
This procedure is reviewed to ensure its continuing relevance. The review is an assessment of the procedure that it describes. A record of contextual additions or omissions is given below.				
Amendment Record				
Version	Date	Context	Summary of Amendments	
1.0	Insert Date	To outline procedure for training, competencies and awareness that are needed is made	Original	
The latest revision of this procedure is on the 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:	Training, Competencies and Awareness		Rev:	1.0
Uncontrolled Copy:	<input checked="" type="checkbox"/>	Controlled Copy:	<input checked="" type="checkbox"/>	Date: Insert Date

## 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.

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

## 3. SCOPE

This procedure applies to all personnel whose job functions are associated with internal or external requirements of **Insert Your Company**. It is intended to ensure that all personnel are suitably aware and competent to perform their duties, responsibilities and job functions.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Competency</b>	A combination of attributes including skills, training and experience relevant to a particular work task or function that enable a person to undertake that work task safely or discharge that function in accordance with company expectations.
<b>Competency Assessment</b>	The process of collecting and evaluating evidence (either self-assessed or via Supervisors and authorized Assessors) to determine if an individual is competent to perform at the required level in his/her job.
<b>Competent</b>	A person who has acquired, through a combination of training, qualification or experience, the knowledge and skill necessary to undertake their work safely or discharge their functions in accordance with company expectations.
<b>Process</b>	A set of interrelated or interacting activities which uses inputs to deliver outputs.
<b>Recognition of Prior Learning (RPL)</b>	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.
<b>Record</b>	Document(s) stating results achieved or providing evidence of activities performed.
<b>Registered Training Organization</b>	A training organization registered by a State or Territory registering body in accordance with the Australian