



Staff Training and Development Policy

This Staff Training and Development Policy applies to all Employees of the business.

The objective of the policy is to establish a framework that supports the continuous professional growth of employees.

The requirement is for all staff to comply with the Staff Training and Development Policy.

Procedures (not required)

Purpose

The purpose of this policy is to establish a framework that supports the continuous professional growth of employees within Sydney Drafting Concepts and Designs. The policy is designed to facilitate skill development, enhance performance, and foster innovation, while adhering to relevant Australian legislation and industry best practices.

Objective

The objectives of the policy are:

- To promote a culture of continuous learning and professional development within Sydney Drafting Concepts and Designs, in line with the company's strategic goals and vision.
- To ensure that employees have access to relevant, high-quality training and development opportunities that contribute to their job performance and career advancement.
- To facilitate the development of transferable skills, which not only benefit the employee but also contribute to the overall competitiveness and success of Sydney Drafting Concepts and Designs.
- To encourage and support employees in identifying their professional development needs and aspirations, and in actively participating in the planning and implementation of their training and development activities.
- To foster a supportive and inclusive work environment, where diversity of skills, knowledge, and experiences is valued and nurtured.
- To comply with all relevant Australian legislation and regulations related to staff training and development, as well as industry-specific requirements.

Policy Requirements

1. Training Needs Assessment

- a. A Training Needs Assessment (TNA) will be conducted annually to identify the knowledge, skills, and abilities required for employees to perform their jobs effectively and to support their career development. The TNA process will involve consultation with managers, employees, and relevant stakeholders, and will take into account performance reviews, business objectives, and emerging industry trends.

2. Training and Development Programs

- a. Based on the TNA, Sydney Drafting Concepts and Designs will provide a range of training and development programs, which may include in-house training, workshops, seminars, conferences, online courses, and formal qualifications. The company will ensure that all training and development programs are accessible, relevant, and cost-effective.

3. Individual Development Plans

- a. Each employee will have an Individual Development Plan (IDP) that outlines their specific training and development needs and goals. The IDP will be developed

collaboratively by the employee and their manager and will be reviewed and updated at least annually during performance appraisals.

4. Funding and Support

- a. Sydney Drafting Concepts and Designs will allocate appropriate resources to support staff training and development initiatives. Employees may be eligible for financial assistance, study leave, or flexible work arrangements, subject to the company's discretion and in accordance with relevant legislation and internal policies.

5. Monitoring and Evaluation

- a. Sydney Drafting Concepts and Designs will regularly monitor and evaluate the effectiveness of its training and development programs, to ensure that they align with the company's strategic objectives and contribute to the continuous improvement of the organization. Employees are expected to provide feedback on their training and development experiences and to actively apply their newly acquired skills and knowledge in their roles.

6. Compliance

All employees are required to comply with this policy, as well as any relevant Australian legislation, regulations, and industry-specific requirements related to staff training and development. Failure to comply with the policy may result in disciplinary action, in accordance with Sydney Drafting Concepts and Designs's policies and procedures.

The Director is responsible for communicating the Staff Training and Development Policy to all persons working for or on behalf of the organisation and making it available to interested parties.