HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR COMPETENCE TRAINING AND AWARENESS PROCEDURE
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1. APPROVAL

Document Control

Document: HS-MP-4 – Competence Training and Awareness Procedure
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 to the systems and processes that it describes. A record of contextual additions or omissions is given below.

Amendment Record

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Context</th>
<th>Section</th>
<th>Summary of Amendments</th>
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</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Insert Date</td>
<td>To outline processes to ensure that the training, competencies and awareness that are required are met</td>
<td>Original</td>
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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: Competence Training and Awareness
Rev: 1.0
Uncontrolled Copy: ✓ Controlled Copy: ✓ Date: Insert Date
2. PURPOSE

The purpose of this procedure is to outline 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

This procedure applies to all personnel whose job functions are associated with internal or external requirements of Insert Your Company. Training or instruction is to be given to ensure that all personnel is suitably aware and competent in all aspects of their duties, responsibilities and job functions.

4. TERMS AND DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>Competency</td>
<td>A combination of attributes (including skills, training and experience) relevant to a particular work task or function that enables a person to undertake that work task safely or discharge that function in accordance with company expectations.</td>
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<tr>
<td>Competency Assessment</td>
<td>The process of collecting and evaluating evidence (either self-assessment via Supervisors and authorized Assessors) to determine if an individual is competent to perform at the required level in his/her job.</td>
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<tr>
<td>Competent Person</td>
<td>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 duties, responsibilities and job functions in accordance with company expectations.</td>
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<tr>
<td>Process</td>
<td>A set of interrelated or interacting activities which uses inputs to deliver outputs.</td>
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<tr>
<td>Recognized Prior Learning (RPL)</td>
<td>An assessment of the skill, knowledge and behaviors 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.</td>
</tr>
<tr>
<td>Record</td>
<td>Document(s) stating results achieved or providing evidence of activities performed.</td>
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