

SAFETY PROCEDURE

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		
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Prepared By:	Insert Person	Position:	Insert Position
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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			
Version	Date	Context	Summary of Amendments
1.0	Insert Date	To outline processes to ensure the training, competence and awareness that are met.	Original

The latest version 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
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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

This procedure applies to all personnel whose job functions are associated with internal or external requirements of **Insert Your Company**. The instructions to be given to ensure that all personnel is suitably qualified, competent and meets the requirements of their duties, responsibilities and job functions.

4. TERMS AND DEFINITIONS

Term	Definition
Competency	A combination of attributes including skills, training and experience relevant to a particular work task or function that enable persons to undertake that work task safely or discharge their duties in accordance with company expectations.
Competency Assessment	A process of selecting 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.
Competent Person	An individual 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 in accordance with company expectations.
Record of Learning (RPL)	A set of interrelated or interacting activities which uses inputs to deliver outputs.
Record of Learning (RPL)	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.
Record	Document(s) stating results achieved or providing evidence of activities performed.