

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

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the system and process that it describes. A record of contextual additions or omissions is to be maintained.			
Amendment Record			
Version	Date	Context	Section Summary of Amendments
1.0	Insert Date	To outline processes to ensure the training, competencies and awareness that is required to meet.	Original
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'.			
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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, environmental and quality 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 controlled by internal or external requirements of **Insert Your Company**. Training instructions be given to ensure that all personnel are suitably aware and competent in respect of their duties, responsibilities and job functions.

4. TERMS AND DEFINITIONS

Term	Definition
Competency	A combination of attributes including skills, training and experience that enable a person to undertake that work task safely or discharge that function in accordance with company expectations.
Competency Assessment	The process of identifying 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	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 in accordance with company expectations.
Process	A set of interrelated or interacting activities which uses inputs to deliver outputs.
Recognized 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.