

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

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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.

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 the internal or external requirements of **Insert Your Company**. Training is to be given to ensure that all personnel are suitably aware and competent in all respects of their duties, responsibilities and job functions.

4. TERMS AND DEFINITIONS

| Term | Definition |
|--------------------------------------|--|
| Competency | A combination of attributes, knowledge, skills, training and experience, relevant to a particular work task or function that enables a person to perform that work task safely or discharge their function in accordance with company expectations. |
| Competency Assessment | The process of collecting and evaluating evidence (either self-assessment or by supervisors and authorized Assessors) to determine if an individual is competent to perform at the required level for their job. |
| Competent Person | A person who has acquired, through a combination of training, certification or experience, the knowledge and skill necessary to undertake their work safely or discharge their functions in accordance with company expectations. |
| Process | A set of interrelated or interacting activities which uses inputs to deliver outputs. |
| Recognition of Prior Learning | 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. |