# 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 vstems on profit describes. A record of contextual additions or omissions is given by

Amendm	ent Record			CO			
Version	Date	Context	Jection	ary of endments			
1.0	Insert Date	To outline processes to training, competence awareness that	th A"	<b>Friginal</b>			
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The latest procedure is on Insert Your Company intranet site.

It is the responsible from 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:	Training, Competencies 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.

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 assembled in the internal or external requirements of Insert Your Company raining is to give ensure that all personnel are suitably aware and company in all pects duties, responsibilities and job functions.

## 4. TERMS AND DEFINITIONS

Term	Definition		
Competency	A combination outes, skills, training and experience, report to a rework task or function that work task safely or disk function that work task safely or disk task safely or cordance with company expect times.		
Competency Assessment	The poss of control and evaluating evidence (either pervisors and authorized Assessors) elimin vidual is competent to perform at the read of the possible properties of the performance		
compe nt Person	has acquired, through a combination of training fraction of experience, the knowledge and skill new foundertake their work safely or discharge their functions in accordance with company expectations.		
et of interrelated or interacting activities which deliver outputs.			
Lec	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.		

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