



PACIFICENERGY

Training and Development Policy



Table of Contents

1.0	Introduction	3
1.1	Definitions	3
1.2	Purpose	3
1.3	Scope.....	3
2.0	Training	3
3.0	Employee development	3
4.0	What the Group Offers	4
5.0	Policy Implementation	4
5.1	Policy Review	4
5.2	Dissemination of Policy.....	4
APPENDIX 1	5
6.0	Policy Version Control.....	7

1.0 Introduction

1.1 Definitions

Employees All staff, contractors, consultants and temporary workers of the Pacific Energy group of companies (Group).

CEO Chief Executive Officer

1.2 Purpose

The Group recognises the importance of training and developing its employees and understands that its employees are key to its success. We encourage employees to be continually improving their skills and abilities both through on-the-job and off-the-job training.

The Group acknowledges that training and development of our most important asset – our people - provides benefits both to them in terms of overall career and prospects for advancement, as well as being central to our continuing success as a business.

This policy sets out what the Group may offer employees through training and development opportunities aimed at promoting the growth of individuals and teams.

1.3 Scope

This Policy applies to all employees of the Group. It does not form part of any employee's contract of employment, nor does it form part of any other workplace participant's contract for service.

2.0 Training

The Group may require you to undertake specific training related to your current position, or as a prerequisite for performing a different position, for example if you are promoted to a higher position. Any such training may be carried out either at the Group's premises or by an external provider's premises.

Training opportunities may also arise as part of your ongoing performance review. The Group encourages employees to propose suggestions for employment-related training to assist their development and progress.

You must have the permission of the Group prior to either signing up, or attending, a Group funded training course. If you fail to obtain permission, the Group in its discretion may decide to not reimburse you for any course fees you have paid or discipline you for any time you have taken off work without authorisation.

3.0 Employee development

Individual training and development needs should be discussed during your ongoing performance review. The review process is designed to:

- encourage regular constructive dialogue between employees and their managers;
- enhance employee's professional development;

- clarify job responsibilities and performance goals/expectations;
- establish appropriate development and performance objectives;
- help employees identify a possible career path for themselves;
- identify ways in which the Group might enable individuals to improve their performance; and
- provide a basis for decisions on remuneration.

4.0 What the Group Offers

The Group may offer any of the following opportunities for employee development:

- various degrees of support as you develop the competence and capability for which you have been employed;
- the opportunity to develop new competencies and capabilities relevant to your employment with the Group, and which enhances your career prospects and learning within the Group; and
- to participate in regular discussions with your line manager, including identifying opportunities for ongoing training and/or support.

5.0 Policy Implementation

5.1 Policy Review

The CEO will monitor the effectiveness and review the implementation of this policy, considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible.

All employees are responsible for the success of this policy and should ensure they use it to disclose any suspected wrongdoing.

Employees are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Company Secretary.

This policy will be reviewed annually by 20 December.

5.2 Dissemination of Policy

A copy of this policy will be provided to each employee upon commencement of employment and additional copies will be made available upon request.



Jamie Cullen
Group CEO
27 May 2020

APPENDIX 1

Mandatory Training

Position	Training
Managers & Supervisors	Managing Staff Performance
All Electricians and Mechanics	First Aid with yearly CPR and Low Voltage Refreshers
Supervisors / Managers on construction sites	Section 44 Training
Managers & Supervisors	WHS for Managers and Supervisors
All Electricians and Mechanics	White Card (Construction)

6.0 Policy Version Control

Date	Author/Department	Version Number	Change Summary
25/05/2020	M Macaskill	1.0	Original
27/05/20	J Cullen	1.0	Approved