

EMPLOYEE TRAINING POLICY

Introduction

The employee training policy aims to support our mission by facilitating the development of a team of staff who are competent, efficient, focused on delivering an excellent service whilst being highly motivated to continue their own personal development and contribute to the organisation as a whole.

Staff Development Framework

Staff development will be achieved through in-house training, external training, events, conferences, exhibitions and visits. It will be monitored and reviewed formally by annual Appraisal.

Training needs analysis will be undertaken on an Organisation wide basis to determine additional gaps in training.

Development

Staff will be encouraged to pursue their own personal and professional development by availing themselves of opportunities to attend visits, exhibitions and conferences where possible. They will be encouraged to serve on professional committees.

Qualifications

All staff are encouraged to achieve relevant professional qualifications. There may be some financial assistance available to support such courses.

Funding

Funding for training is allocated on the basis of need and performance. Each request is considered on an individual basis and requires approval by the HydroChem State Manager.

HydroChem will pay 75% of the course fee upfront and will pay the remainder 25% upon completion of the course.

If the employee does not pass the course (ie. fails the assessment criteria) or does not complete the course (ie. fails the attendance or submission criteria) the employee is required to reimburse HydroChem 100% of the course fee the company paid up front.

Staff who are funded to complete training will have to repay the costs if they terminate their employment with HydroChem.

Number of Months after completion of training	Amount to be re-paid
Within 12 Months	100%
Within 1-2 Years	50%
Within 2-3 Years	30%

The employee is responsible to carry out the course work in their own time and will not be eligible for overtime

Evaluation

On completion of any training event an in-house evaluation form must be discussed with your manager. Staff may be asked to cascade the training to colleagues where appropriate.

Request for Training

1. Name:

2. What is the training you are interested in:

3. Name of training provider:

4. Date and duration of the training:

5. Cost of the training and your time commitment:

6. What identified training need will this training meet:

7. What other training need will this training meet:

8. What other ways have you considered to meet these training needs:

9. I agree to the repayment of the cost of this training as per the training policy should I terminate my employment with HydroChem.

10. Signed (Employee): _____ Date: _____

11. Signed (Manager): _____ Date: _____