

TRAINING PLAN (20##)- as at - / -- /20--

SCHOOL/BRANCH: [INSERT NAME OF SCHOOL/BRANCH]

Note: Where training is identified and monitored using another database/system, it is not necessary to include the activity on the Training Plan, if it meets the requirements of this handbook chapter. (e.g. The system used enables level 2 (proficiency based) and level 3 (competency/licence/qualification required) for the worker to be listed, gaps to be identified and corrective action taken where required. e.g. a Lab logbook of training may be used. We aim to remove duplication of effort and administration where possible.)

LEGEND

Essential (Day 1-5) (Note - The time-frame is determined by the School/Branch)		Essential (one-off instruction/training prior to completing the activity/accessing an area.		Essential prior to commencement of activity then refresher each year		Essential prior to commencement of activity then refresher each 2 yrs		Essential prior to commencement of activity then refresher each 3 yrs		Essential prior to commencement of activity then refresher each 5 yrs		Not Applicable	
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Names	Level 2 (Instruction) (A level of proficiency is required before completing the task)			Level 3 (Training) (Competency/licence/qualification is required before completing the task/role.)				
	Working in an area containing hydrofluoric acid (Proficiency)	Use of Liquid Nitrogen (Proficiency)	Use of a Microtome (Proficiency)	Chief Warden Training (Includes Deputies where applic) (Competency)	Warden Training Level 1 (Competency)	First Aid Training Competency	Confined Space Entry (Competency)	Fork lift operation (Competency)
Head of School								
Worker A	5/6/16							
Manager/Supervisors								
Worker B	9/8/16	6/9/13				8/5/16		5/5/15
Worker C	5/10/16							5/5/15
Staff								
Worker D	9/11/16	9/9/15	4/10/13	4/10/15				
Worker E	5/1/17		4/10/13	4/10/15				
Worker F	5/4/17					1/11/14	1/11/15	
Worker G	5/4/16				1/5/15			

The Training Plan(s) will need to be populated according to your needs and the Legislative requirements set out in [Appendix B](#). Please click on this link if you require a blank version of this template [Training Plan \(Template A\)](#)

The legend: A colour in a box (except for grey) identifies training is required. The colour identifies the frequency (when due). A date indicates that the training has been completed and is current. Do not leave an expired date in the box. The template should enable the Head of School/Branch/Supervisor/person nominated to maintain the Training Plan-to quickly identify where there is a training gap.

HSW Handbook	2.3 HSW Training Plan	Effective Date:	6 June 2017	Version 3.0
Authorised by	COO (Division of University Operations)	Review Date:	6 June 2020	Page 1 of 2
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TRAINING PLAN (20xx) as at xx/xx/20xx

SCHOOL/BRANCH [INSERT NAME OF SCHOOL/BRANCH]

This template is recommended where there is a large number of personnel. It is suggested that you divide your School/Branch into work-groups and appoint a Manager/Supervisor/Team Leader to be responsible for the management of each individual workgroup Training Plan.

LEGEND

<p>Essential (Day 1-5) (Note - The time-frame is determined by the School/Branch)</p>		<p>Essential (one-off instruction/training prior to completing the activity/ accessing an area)</p>		<p>Essential prior to commencement of activity then refresher each year</p>		<p>Essential prior to commencement of activity then refresher each 2 yrs</p>		<p>Essential prior to commencement of activity then refresher each 3 yrs</p>		<p>Essential prior to commencement of activity then refresher each 5 yrs</p>		<p>Not Applicable</p>	
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WORKGROUP	Name of staff member [Manager, Team Leader]	Name of staff member (HSW)	Name of staff member	Name of staff member	Name of staff member	Name of staff member	Name of staff member	Name of staff member Chief (Warden)	Name of staff member (Warden)	Name of staff member (First Aid Officer)	Name of staff member
Level 3 - Training											
Chief Warden											
Warden (Level 1)									5/11/14		
First Aid Training										16/7/16	
Fork lift operation											9/2/17
Level 2 - Proficiencies											
Use of gas cylinders	6/6/14	9/9/16	9/9/16	9/9/16	9/9/16						
Use of Hydrofluoric acid	6/6/14	5/6/15	2/12/16	6/2/17	6/2/17			5/6/16			
Use of liquid nitrogen	6/6/14	8/8/16	2/9/15	5/5/15							

Please click on this link if you require a blank version of this template [Training Plan \(Template B\)](#)

The Training Plan(s) will need to be populated according to your needs and the Legislative requirements set out in [Appendix B](#).

The legend: A colour in a box (except for grey) identifies training is required. The colour identifies the frequency (when due). A date indicates that the training has been completed and is current. Do not leave an expired date in the box. The template should enable the Head of School/Branch/Supervisor/person nominated to maintain the Training Plan-to quickly identify where there is a training gap.

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