

Appendix C (Example 1)

**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)
<b>Head of School</b>								
Worker A	5/6/16							
<b>Manager/Supervisors</b>								
Worker B	9/3/16	6/9/13				8/5/16		5/5/15
Worker C	5/10/16							5/5/15
<b>Staff</b>								
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.

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