**Appendix C**

|  |
| --- |
| **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** |  |

|  |  |  |
| --- | --- | --- |
|  | **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.)** |
| **Names** | **(Proficiency)** | **(Proficiency)** | **(Proficiency)** | **(Competency)** | **(Competency)** | **Competency** | **(Competency)** | **(Competency)** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

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

**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 Planto quickly identify where there is a training gap.