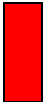
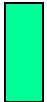
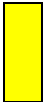

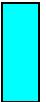




TRAINING PLAN (20##)- as at - / -- /20--

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	
---	---	--	---	--	--	---	---	---	---	---	---	----------------	---

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.)				
	(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](#).

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	HSW Training Plan	Effective Date:	6 June 2017	Version 3.1
Authorised by	Chief Operating Officer (University Operations)	Review Date:	6 June 2020	Page 1 of 1
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			