

## STAFF TRAINING AND DEVELOPMENT POLICY

### 1. PURPOSE

- 1.1 Dark Knight Engineering Group ('DKE Group') recognises the importance of training and developing its staff.
- 1.2 As part of our commitment to achieving the principles of health and safety in our workplace, we recognise our moral and legal responsibility to provide a safe and healthy work environment for workers, contractors, customers and visitors. This commitment extends to ensuring that all workers, contractors and visitors to the workplace receive the type and degree of training necessary to ensure their health and safety at the workplace.
- 1.3 This Staff Training and Development Policy (**Policy**) sets out what DKE Group may offer employees through training and development opportunities aimed at promoting the growth of individuals, teams and achieving success for the organisation.

### 2. COMMENCEMENT OF POLICY

- 2.1 This Policy will commence on 4/04/2023. It replaces all other policies dealing with staff training and development (whether written or not).

### 3. APPLICATION OF THE POLICY

- 3.1 This Policy applies to all employees of DKE Group. This Policy does not form part of any employee's contract of employment.

### 4. TRAINING

- 4.1 DKE Group may require you to undertake specific training related to your current position, or as a prerequisite for performing a different position, for example if you are promoted to a higher position. Any such training may be carried out either at DKE Group's premises or externally.
- 4.2 Training opportunities may also arise as part of your performance review. DKE Group encourages employees to propose suggestions for employment-related training to assist their development. Training needs of workers and other persons at a workplace will be properly identified by carrying out a training needs analysis which identifies the difference between the skills and knowledge of an individual or group and the knowledge that they require for a particular task or operation.
- 4.3 You are required to have the permission of DKE Group prior to either signing up, or attending, a training course. If you fail to obtain permission, DKE Group at its discretion, may decide not to reimburse you for any course fees you have paid or discipline you for any unauthorised time you have taken off work (up to and including termination of employment).
- 4.4 Training plans will be developed in consultation with workers who will receive the training to ensure that the needs of those workers are met. The training plan will include the aims and objectives of the training, the type of training required to achieve the aims and objectives, who is to be trained, and who will deliver the training, and how, when and where the training is to be carried out. Documented

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records will be kept of all training carried out and include all relevant data regarding the training.

## **5. QUALIFICATIONS**

5.1 DKE Group expects that you will:

- a) All persons coming on to a building or construction site to perform work must have received general construction induction training as required by regulations and include the content set out in the specified VET course for general construction induction training. Evidence of training (e.g., 'white card') must be carried by workers at all times and be produced for inspection when required.
- b) Persons who operate items of high-risk plant or machinery or carry out certain occupations must have obtained any relevant license or certificate before carrying out the work (except when undergoing training).

### **Variations**

*DKE Group reserves the right to vary, replace or terminate this policy from time to time.*