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DOCUMENT CONTROL SHEET

REVIEW

This SOP must be reviewed every 36 months from the date of issue. However, this document must be immediately modified if practices and/or procedures change.

Document Details

Responsible Officer	Training and Resource Coordinator
Approval	1
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Change History

Previous		Change from previous version	Author
Version	Issue Date		
2	18/4/2018	1	██████████

Contact Person

Name	██████████
Position	Training and Resource Coordinator
Telephone	██████████
Email Address	████████████████████

Endorsed

██████████
 Executive Director
 SafeWork SA
 / /

PURPOSE

Training and Development consists of:

- Learning and Development
- Professional Review and Development
- Corporate training from AGD and SWSA (generally mandatory)
- Information Sessions

It is important to manage and record all training SWSA provides to allow for planning, budgets and resource allocation.

BACKGROUND

Training is primarily arranged by the Corporate Services, SWSA Training and Development team, however, there are times individual teams within the agency arrange or instigate specific learning and development for their team or individuals within the team per their PR&D. This training is not always captured, and therefore training is not recorded and or allocated for.

Corporate Services, SWSA Training and Development team are available to assist with advice and information for SWSA staff regarding training. The team also provide support by the way of:

- Booking rooms
- Preparing resources and equipment
- Recording and updating ELMO
- Contacting and negotiating with providers

PROCEDURE

Managers who identify, plan or organise training for an employee from their team or a group of employees MUST complete a SWSA Training Delivery Checklist. When the checklist is completed the list must be forwarded to Corporate Services, SWSA Training and Development so this information is entered and actioned.

The SWSA Training Delivery Checklist will be loaded on SWSA Intranet under the Training and Development tab once approved. In the meantime please click [here](#) for a copy.

If the Checklist is not forwarded to Corporate Services prior to the training being delivered, training records will not be updated with details such as attendance or non-attendance, payment of invoices and follow up with training providers and facilitators will not occur. This includes training identified on staff's PR&D's.

The Checklist is self-explanatory however there are some important sections on the list, such as:

- Is the training Mandatory?
- Is the training a Once off or when is the training due next?
- Has the training been approved and by whom?
- The cost of the training and has the training been budgeted for? Which budget?
- Has the Invoice been processed?

- The Cost Code for Invoice purposes?

FURTHER INFORMATION

- AGD Policy – Learning and Development
- For further information please email Corporate Services, SWSA Training and Development team on [REDACTED]