

Training & Supervision Flowchart

[1] As soon as is reasonably practicable after induction, the HR Manager oversees the drawing up and signing of a **HR5B Training & Supervision Plan** (1) aligned to the employee's Position Description; and (2) incorporates role specific (a) mandatory training stipulated in regulations or (b) relevant training recommended in approved or recognised industry codes of practice.

[2] Line manager assigns a trainer (must be an employee already deemed competent to task, which could be the line manager) to train to task and supervise the trainee employee for any on-the-job training specified in the **HR5B Training & Supervision Plan**.

[3] Trainer (1) delivers on-the-job training to task and supervises the trainee employee; and (2) completes a **HR5C Record of Training Undertaken** sheet (for the task being trained) and submits these sheets to the line manager.

[4] Line manager conducts progress reviews at weeks 4, 8 & 12 using **HR5D Record of Training & Supervision Review Meetings** forms and updates the **HR5B Training & Supervision Plan**.

[5] When the trainee employee is deemed ready by the line manager, line manager initiates a competency to role assessment by facilitating the completion of a **HR5E Competency to Role Assessment** form.

[6] Once deemed competent to role, line manager to manage the competent employee's ongoing performance in accordance with the requirements of the **HR6 Performance Management Policy.**

HR Manager adds employee to the HR1D Database