

Training & Supervision Policy

Rationale

Our vision is a world where 360 Degrees Security & Investigations Limited is recognised as a standout provider of modern, responsive, and affordable security services.

Our human resources strategy is to create a sustainable competitive advantage by aligning our people to our vision, by building a skilled, safe, and motivated workforce, while driving a work culture of professionalism and continuous improvement.

Our approach to strategy execution is to adopt the EZHR System and its policy framework to achieve our strategic HR objectives. The EZHR System is a documented people management and workplace safety system that incorporates an effective training and supervision sub-system designed to ensure that both newly inducted employees, as well as existing employees transferring to new roles (hereafter referred to as “trainee employees”), are able to quickly acquire in a structured way the necessary knowledge, skills, experience, and expected behaviours in order to become competent, confident, productive, and safe in their roles.

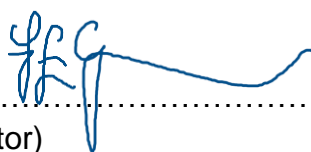
Policy Statement

360 Degrees Security & Investigations Limited shall operate an effective training and supervision system to support trainee employees quickly acquire in a structured way the necessary knowledge, skills, experience, and behaviours needed to be competent, confident, productive, and safe in their roles.

Policy Guidelines

1. Trainee employees shall be under documented training and competent supervision until deemed competent to role.
2. To give effect to the above clause, the company shall operate an effective training and supervision system for trainee employees so that trainee employees are able to quickly acquire the competences necessary to safely perform their roles to expected standard.
3. Line managers shall be responsible for overseeing the training and supervision of a direct report trainee employee.
4. A trainee employee shall, as soon as is reasonably practicable following their induction, be placed on a training and supervision plan that:

- a. is aligned to the employee's position description; and
 - b. places emphasis on on-the-job training delivery; and
 - c. incorporates any mandatory or recommended training stipulated or recommended in any relevant regulations or industry training standards; and
 - d. includes hazards and risks management training; and
 - e. is agreed to between the line manager and employee.
5. Only a person deemed competent to task shall be assigned the responsibility to train to task and supervise trainee employees regarding on-the-job training.
 6. Trainers assigned to deliver on-the-job training shall complete training and supervision records of sufficient detail so as to identify:
 - a. the specific task the trainee employee is being trained in; and
 - b. the time spent under training for the specific task; and
 - c. the standard to which the trainee employee completed the task.
 7. Training and supervision records completed under the above clause shall form part of the trainee employee's permanent training record.
 8. Line managers shall conduct a formal Review of the trainee employee's training progress at week's 4, 8, and 12.
 9. Trainee employees shall be role competency assessed before being deemed competent to role.
 10. Only a person deemed competent to role can deem a trainee employee competent to role.
 11. Once a trainee employee has been deemed competent to role, their ongoing performance shall be managed in accordance with the requirements of the employer's performance management system.
 12. To give effect to the above requirements, the effective training and supervision system shall be that shown on the Form HR5A Training & Supervision Flowchart to be read in conjunction with this policy.

Signature:  Date: 1 October 2023
(Fran Gibson, Director)

Next policy review due date: 1 October 2026