

TRAINING PLAN (20xx) as at xx/xx/20xx

SCHOOL/BRANCH [INSERT NAME OF SCHOOL/BRANCH]

This template is recommended where there is a large number of personnel. It is suggested that you divide your School/Branch into work-groups and appoint a Manager/Supervisor/Team Leader to be responsible for the management of each individual workgroup Training Plan.

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	
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WORKGROUP	Name of staff member [Manager, Team Leader]	Name of staff member (HSW)	Name of staff member Chief (Warden)	Name of staff member (Warden)	Name of staff member (First Aid Officer)	Name of staff member					
Level 3 - Training											
Level 2 - Proficiencies											

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

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