



Conundrum Holdings Pty Ltd Employee Training and Development Policy

Conundrum Holdings Pty Ltd understands that a skilled workforce is vital for the overall safety, efficiency and success of our business. Conundrum acknowledges vocational education and training (VET) as a means by which the skills needs of our organisation can be met through industry and task focused training.

Conundrum expects all plant operators to have achieved or be working towards a Certificate III level of qualification under the Australian Qualification Framework (AQF). Similarly Conundrum expects all management personnel to have achieved or be working towards a Diploma level of qualification under the AQF.

Accordingly, it is Conundrum Holdings Pty Ltd policy to:

- Assess employee training needs through analysis of an individual's requirements within the context of their tasks;
- Develop training plans for and in consultation with all employees based on their training needs;
- Review and evaluate employee training plans on an annual basis;
- Have all employees working towards the expected level of qualification through completing at least two AQF certified units each year;
- Provide on-site group training activities related to site-specific tasks or hazards that are not covered within the AQF;
- Provide access to relevant training materials to all employees through the on-site libraries; and
- Employ individuals under traineeship schemes where appropriate.

Conundrum Holdings Pty Ltd also recognises the influence that continual learning and development within our workforce can have on individual and organisational performance through allowing people to achieve their full potential, balancing individuals' needs with those of our organisation and building knowledge capital within our organisation.

Accordingly, it is Conundrum Holdings Pty Ltd policy to:

- Appoint employees who are prepared to participate in ongoing learning and professional development programs;
- Encourage all employees to actively participate in their own continued learning and professional development;
- Identify and track existing employees capable of filling alternative roles within our organisation to ensure they are given the opportunity to reach their full potential;
- Provide employees with opportunities to develop wider skills and knowledge associated with our business; and
- Provide training and professional development opportunities that will allow employees to enhance their chosen career path through the industries within which we operate.

Ron Kerr
Managing Director

Date issued:	13 Aug 2009	Previous issue date:	N/A	Date of first issue:	13 Aug 2009
Issue number:	1			Max review interval:	5 years
Authorised by:	Ron Kerr			Manual Index location:	CPS
Date printed:	13 Aug 2009		Page 1 of 1		Form: 0847