



TRAINING & DEVELOPMENT POLICY

Ballarat Sound is fully committed to ensuring that all staff have the relevant knowledge, skills and expertise to perform their work to consistently high standards and to achieve their full potential. We recognise that the training and development of our staff is fundamental to the improvement of our operational performance and the achievement of our strategy and goals. Ballarat Sound will therefore strive to make training and development an integral part of our operations and to follow a continuous process of appraisal, training and development.

Scope

This policy applies to all staff of Ballarat Sound irrespective of their employment status, function, grade or location.

In accordance with the organisation's Equality and Diversity Policy, all staff are treated equally in the provision of training and development opportunities and are provided with equal access to training and development opportunities relevant to their needs.

Responsibilities

It is the responsibility of the line manager to:

- identify and consider training and development as an integral part of the business planning process
- ensure that the training and development needs of all staff are assessed and provided for in accordance with this policy;
- agree and identify appropriate and cost effective training and development solutions
- evaluate the efficiency and effectiveness of training and development
- monitor the efficiency and effectiveness of this policy

All staff are responsible for:

- identifying their own training and development needs and bringing these to the attention of their line manager
- undertaking training and development activities which will enable them to perform their work efficiently and effectively
- managing their own learning and professional updating

Review and monitoring Overall responsibility for the operation of this policy lies with Ballarat Sound Management and will be monitored on an annual basis.