**Appendix D (Example 2)**

|  |
| --- |
| **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** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WORKGROUP**  **Training Courses** | **Name of**  **staff member**  **[Manager, Team Leader)** | **Name of**  **staff**  **member**  **(HSW)** | **Name of**  **staff**  **member** | **Name of**  **staff**  **member** | **Name of**  **staff**  **member** | **Name of**  **staff**  **member** | **Name of**  **staff**  **member** | **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](#AppendixB).

**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 Planto quickly identify where there is a training gap