

TRAINING AND DEVELOPMENT ACTIVITIES

Policy Statement

1. All training activities will be developed or selected so that they best address identified needs.
2. Activities chosen to address training and development needs may include courses, seminars, conferences, on-the-job training, a multi-skilling program, study placements, secondments, job rotation, research projects, visits, tours, subscription to journals or professional associations or any other appropriate method.
3. All training and development activities, whether internal or external, will be documented by College Managers in order for a full record of all training and development activities to be maintained. A record of training activities attended must be maintained for each employee.
4. Costs associated with training are required for the Minimum Information Obligatory Requirements (MOIR) report. The total training cost refers to the sum of all costs incurred in the provision of **eligible training**, as defined by the Training Guarantee Act. Eligible training costs include:
 - costs related to development of training policy and plans;
 - training delivery (including cost of trainers);
 - salaries and other payments to employees whilst participating in training courses;
 - training fees for courses.