

IDENTIFICATION OF TRAINING NEEDS

Policy Statement

1. The training and development needs of staff members will be identified as part of the yearly performance review process by determining the current and future level of skills and knowledge required to achieve the organisation's objectives, operational efficiency and personal advancement of staff.
2. Training needs are to be addressed according to the following priority order:
 - a) areas of unsatisfactory performance or legislative requirements;
 - b) areas related to current work goals as stated in the performance review or organisational objectives;
 - c) any other areas consistent with staff members' present Job Description Forms;
 - d) future career progression and general development.