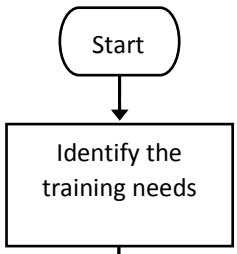
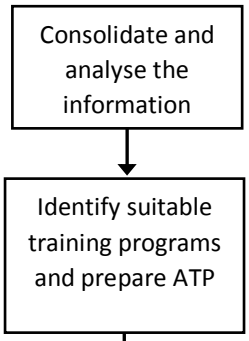
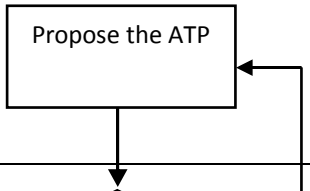
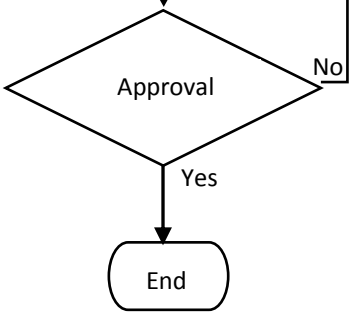
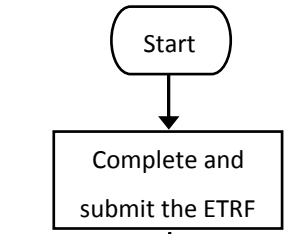
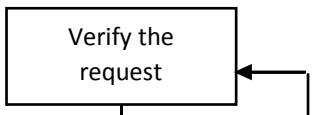
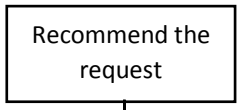
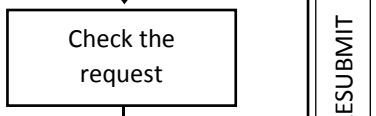
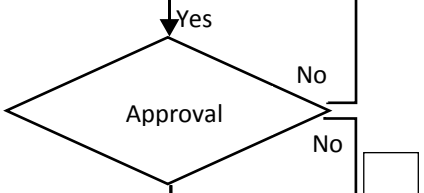
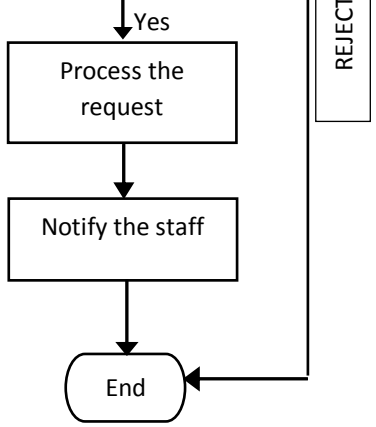
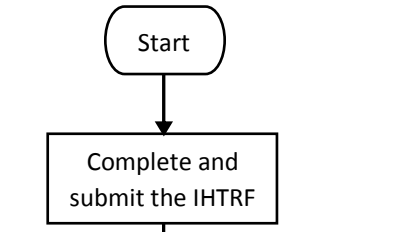
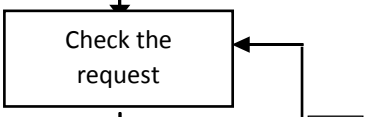
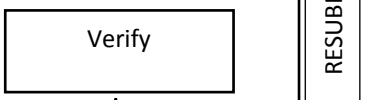
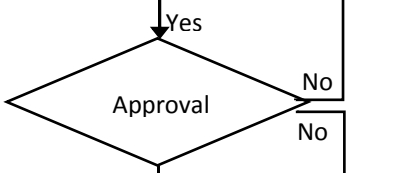
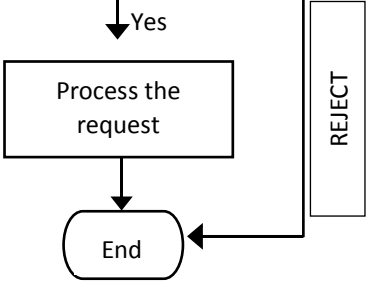
Appendix 1

RESPONSIBILITIES	FLOWCHART IDENTIFYING TRAINING NEEDS	REFERENCE
STAFF		6.2
HOD		6.3
TM, GHCD		6.4 6.5
HEAD OF GHCD		6.6
CEO/COO/ED		6.7

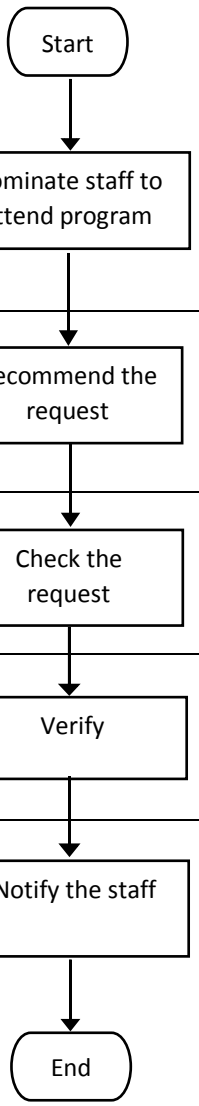
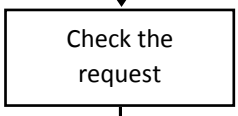
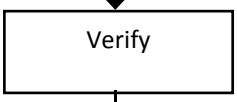
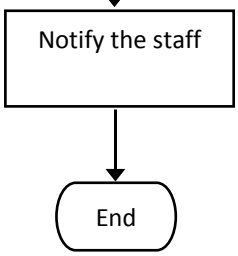
Appendix 2

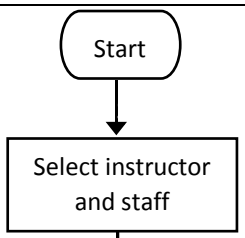
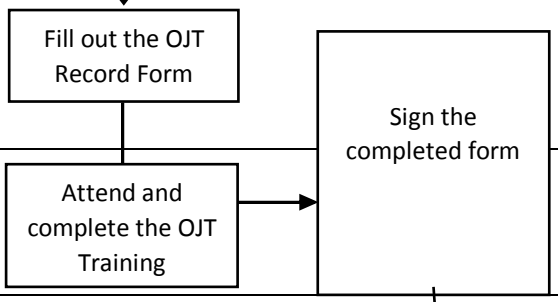
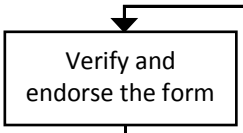
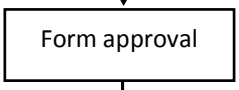
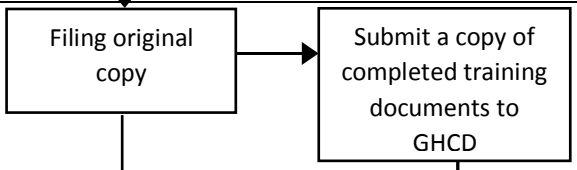
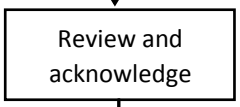
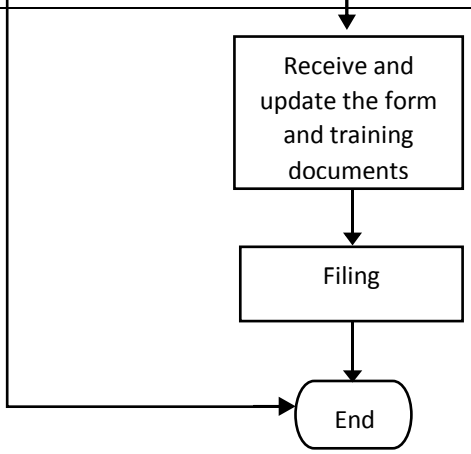
RESPONSIBILITIES	FLOWCHART EXTERNAL TRAINING REQUISITION	REFERENCE
STAFF		7.1.2
IMMEDIATE SUPERIOR		7.1.3
HOD		7.1.4
TM GHCD		7.1.5
HEAD OF GHCD		7.1.6
CEO/COO/ED/ HEAD OF GHCD		7.1.7
TE GHCD		7.1.8 7.1.9

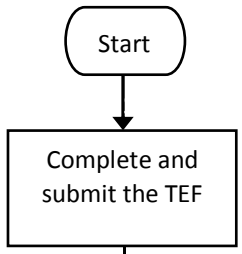
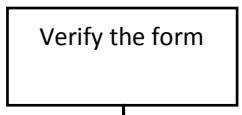
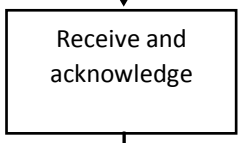
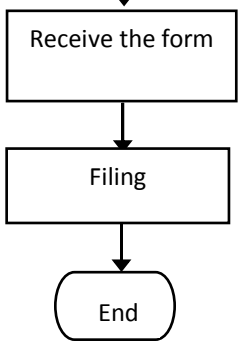
RESPONSIBILITIES	FLOWCHART IN-HOUSE TRAINING (REQUISITION TO CONDUCT TRAINING)	REFERENCE
REQUESTOR		7.2.4
TM GHCD		7.2.5
HEAD OF GHCD		7.2.6
CEO/COO/ED/ HEAD OF GHCD		7.2.7
TE GHCD		7.2.8

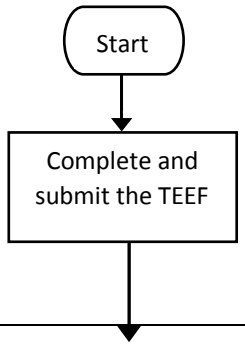
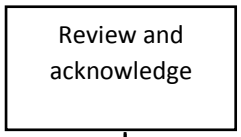
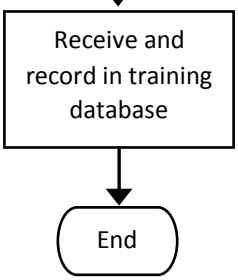
RESUBMIT

REJECT

RESPONSIBILITIES	FLOWCHART IN-HOUSE TRAINING (NOMINATION OF STAFF TO ATTEND TRAINING)	REFERENCE
IMMEDIATE SUPERIOR		7.3.1
HOD		7.3.2
TM GHCD		7.3.3
HEAD OF GHCD		7.3.4
TE GHCD		7.3.5

RESPONSIBILITIES	FLOWCHART ON-THE-JOB TRAINING REQUISITION	REFERENCE
HOD		8.2
INSTRUCTOR		8.3
STAFF (TRAINEE)		8.4
IMMEDIATE SUPERIOR		8.5
HOD/MANAGER		8.6
ADMINISTRATOR		8.7
TM GHCD		8.8
TE GHCD		8.9

RESPONSIBILITIES	FLOWCHART TRAINING EVALUATION	REFERENCE
STAFF		9.1
IMMEDIATE SUPERIOR		9.2
TM GHCD		9.3
TE GHCD		9.4

RESPONSIBILITIES	FLOWCHART TRAINING EFFECTIVENESS	REFERENCE
IMMEDIATE SUPERIOR		10.1
TM GHCD		10.2
TE GHCD		10.3