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| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **EXTERNAL TRAINING** | Doc: SH-007 |
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**Education Assistance (Training and Re-training Courses)**

bd06630_The company has a policy of assisting staff who are undertaking studies relevant to their position within the organisation.

You may be invited or encouraged to attend external courses to improve your skills.

The objectives of this policy are to:

* Promote the development of our staff to a level of knowledge, skill and expertise essential to the effective and efficient operation of the organisation as a whole.
* Encourage employees in their self-development and assist where necessary to maintain a high level of competence.
* Offer assistance and support to employees who undertake appropriate **approved** courses of study at Universities, TAFE Colleges, etc.
* Assist and support employees who attend educational training courses and seminars conducted by recognised institutions and training bodies, including in-house training programs.

Employees may be required to use annual leave to attend courses. Further enquiries regarding study assistance can be directed to management.

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