

1. Purpose

The purpose of this procedure is to describe the principles associated with the Training and Development of personnel in Modular Automation Ireland Ltd.

2. Scope

This procedure applies to All departments to ensure the activities associated with the Training and Development of personnel within Modular Automation Ireland Ltd are carried out appropriately.

3. Responsibility

- I. It is the responsibility of the relevant departmental Managers and Supervisors to ensure that employees are competent in the tasks they are required to carry out and / or have the relevant experience and qualifications, to perform the required activities.
- II. It is the responsibility of the Department Manager ensure that this procedure is adhered to and to co-ordinate overall training and development activities. Responsibilities include development of training programs, communication of training schedules to employees and co-ordination of evaluation for training provided.

4. Associated Documentation/Records

Document Number	Document Title
N/A	Department Training matrix
N/A	Administration Training matrix
MAF-0010	Training record Sheet
MAF-0002	Training Evaluations
MAF-0147	External Training record
POL-005	New Employee Induction


5. PROCEDURE

It is recognized that personnel in certain areas may require different levels, or no formal training by virtue of their experience and qualifications. For this reason, existing qualifications and experience are taken into account when determining the training needs of individuals in specific jobs.

Up-to-date records of apprenticeships being served are held by relevant Managers or Supervisors.

6. Training Plan:

- I. The Department manager prepares training plans on an annual basis. These plans identify training and development activities planned for the forthcoming year.
- II. The Department Manager initiates compilation of training needs in September of each year. Completed evaluation forms, Management and Supervisory feedback and other relevant channels of feedback received over the course of the previous year, are all used for the compilation of information necessary for the training plan review.
- III. It is the responsibility of relevant Managers and Supervisors to identify the potential strengths and weaknesses of employees to assist with the development of employees through the training plans.

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- IV. The relevant Manager or Supervisor notifies additional training requirements identified over the course of the year.

7. Training Matrixes:

All employees are identified on relevant training matrixes. Two matrixes are maintained:

I. Department Matrix:

This matrix holds a record for employees involved in Design & Production activities. Levels of competency are identified as follows:

- Level 1 = Under Supervision.
- Level 2 = Minimum Supervision.
- Level 3 = Fully Trained.

It is the responsibility of the relevant Manager or Supervisor to determine the competency levels of employees and to update records to their current status.

II. Administration Matrix:

This matrix identifies Managers, Supervisors and other employees involved in activities, which do not directly affect the quality of products being manufactured. The purpose of this matrix is to identify competency levels of personnel on Quality Management System requirements and other non-production related tasks. It is the responsibility of the Department Manager and the Quality Engineer to determine current levels of competency. Levels of competency are again identified as Levels 1 to 3.

8. Training Evaluation:

- I. Evaluation of training is carried out to determine the effectiveness of training provided in relation to original training objective. A record of training evaluations is maintained on MAF-0002 for training provided or by means of training certificates issued or indicated on the training plan.
- II. Evaluation of training will be carried out at an appropriate stage after the training has been provided and when the trainee has been able to exercise the skills learned.
- III. Evaluation includes:
 - i. Employees' perception of the course content which is evaluated by the trainer.
 - ii. Confirmation by Management or Supervisors that the training received met the original objective.
 - iii. Follow up required by the Department Manager if neither of the above were achieved.
- IV. Where it is not appropriate for Trainers, Management or Supervisors to evaluate effectiveness of training given, a questionnaire on the course shall be developed to assess the effectiveness of training given.



9. New Employee's:

- I. All new permanent employees receive induction training.
- II. This training is normally carried out within 2 weeks of the employee's start date.
- III. Induction training is carried out as per procedure POL-010 New Employee Induction.
- IV. On completion of induction training and acceptance of Modular Automation terms and conditions the employees' name is added to the relevant training matrix.

10. External Training:

- I. Financial assistance for external training may be provided to employees who request assistance to develop their careers further or are identified by Management or Supervisors as potential candidates for further development.
- II. In general, the following applies:
 - i. Where training assistance is requested or granted, the training being undertaken should be relevant to Modular Automation business and / or beneficial to company interests.
 - ii. Terms and conditions shall be agreed and approved by Management and the relevant employee.
 - iii. A record of this agreement shall be held in the employees training record file on MAF-0147.