

TRAINING IMPLEMENTATION PLAN

– Managing Director

START

Proposal Received
and Accepted

Yes

– Managing Director
– Business Development Manager
– Key Accounts Manager

Discuss
National
Corporate
Requirements and
Targets for the
Year.

– Business Development Manager
– Key Accounts Manager

Visits Each
Site to Establish
Specific Needs i.e.
Risk Specific/Site
Specific
Requirements.

Determine
Staffing
Requirements
(Admin and
Operational)

Discuss with
Site Contact and
Determine Budget
and Recourses.

– Business Development
– Manager

Facilitators
are Allocated to
Sites per month to
Complete the
Training.

Set Dates
per month and
Plans Accordingly with
Site Manager

Liaise with
Sites to Determine
Learner Availability

– Facilitator

On
Completion of
Each Course, the
Documentation is Sent
to the Area Office
for Processing.

– Admin/Office Area

Certificates are
Compiled and
Uploaded into the
ISOMARK Website Portal
Created for the Client to Access
Immediately. A Unique Code is
Allocated per Site for Easy
Access to Certificates
on our Website.

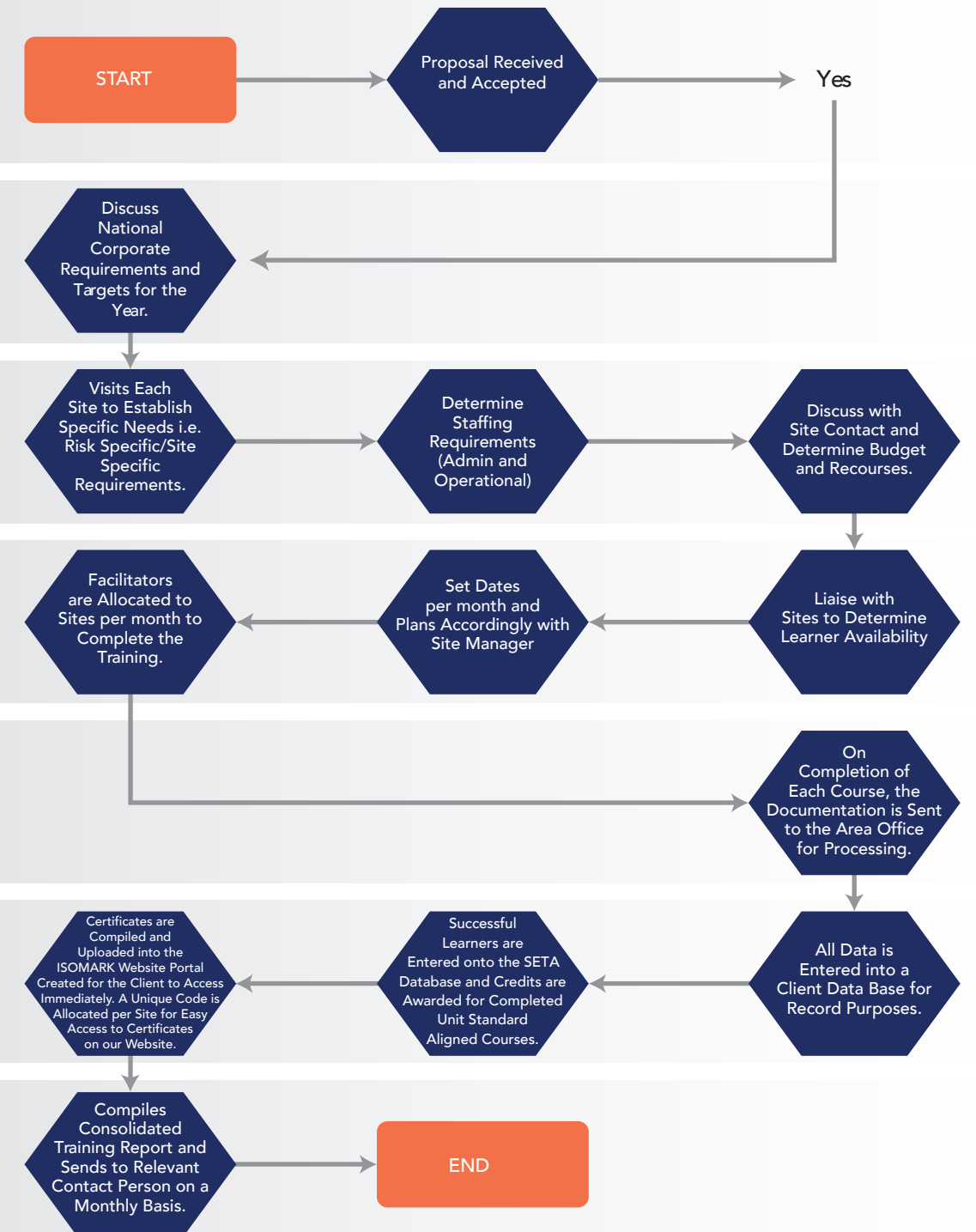
Successful
Learners are
Entered onto the SETA
Database and Credits are
Awarded for Completed
Unit Standard
Aligned Courses.

All Data is
Entered into a
Client Data Base for
Record Purposes.

– Quality Assurance Manager

Compiles
Consolidated
Training Report and
Sends to Relevant
Contact Person on a
Monthly Basis.

END



PLACEMENT IMPLEMENTATION PLAN

– Managing Director
– Client

START

Client Request For
Proposal/Quote

Yes

Acceptance of
Quote

– Key Accounts Manager
– Business Development Manager
– Client

Placement on
Site as per
Arranged Date

Discuss Needs
to Ensure Correct
Placement of
Facilitator

Train/Induct
ISOMARK
Facilitator on
Client

– Isomark Facilitator

Development of
Training & SHE
Compliance
Schedule

Identify Training
Needs with Site
Management

END

