

## Training Policy

Stubbs Constructions recognises the importance of training and developing its employees and understands training is a significant key to the organisation's success. We encourage all employees to continually improve their skills and abilities, both through experience and on-the-job / off-the-job training. Our organisation regularly reviews its level of investment in training and development, to not only ensure adequate resources are provided but that training and development activity is delivering a benefit to both the individual and the business.

Stubbs Constructions aims to:

- ensure the organisation meets the requirements of the Tasmanian Government Building and Construction Training Policy;
- ensure each employee understands what his or her work role involves;
- facilitate employee's development through assisting them to broaden, deepen and thereby further enhance their existing skill base to achieve their work objectives;
- ensure employees are supported and enabled to meet the changing demands of our organisation to ensure it achieves its strategic objectives; and
- provide a working environment where continuous learning and development takes place to help employees in their roles, increase motivation and enhance employee retention.

Stubbs Constructions is committed to training and development as a continuous process. There is an expectation that employees will keep apprised of developments within their own area of expertise. The responsibility for identifying training and development needs and carrying out agreed training and development activity is shared between the employee and their manager. The organisation will encourage and support appropriate training and development, with reasonable time and financial support allocated.

Employees of Stubbs Constructions who operate mobile plant or equipment will maintain competency on any piece of equipment if, after training, they operate the equipment regularly. Stubbs Constructions employees will use the Skytrust plant and equipment allocation process to verify their use of mobile plant and equipment. Any employee who has been trained on a piece of mobile plant but has not operated the equipment, within a twelve-month period, will have their competency verified by an accredited person prior to operating the equipment.

Supervisors are responsible for providing support and guidance in relation to the training and development of those reporting to them, particularly in relation to the identification of training and development needs and making sure that appropriate action is taken as a result. Each employee is expected and encouraged to take ownership and responsibility for their personal development in relation to their work, within the framework of support provided by the organisation. This includes analysing their own skills, aptitudes and potential development needs, as well as having a positive attitude and proactive approach to development. The organisation will monitor and evaluate training and development activity to review and improve provision. All employees are expected to participate in the evaluation of training and development.

A handwritten signature in black ink, appearing to read 'Wayne Licht'.

Wayne Licht  
**Managing Director**  
**Stubbs Constructions Pty Ltd**

Date: 30 June 2022

Review Date: 30 June 2024