Policy – Training Expenses

Purpose & Scope

**[Company]** is committed to providing an environment where employees can continue to develop their skills.

**Definitions**

**Approved Training -** where the manager has approved the training as appropriate for the employee’s current or future role or when the training is deemed to be required from a compliance perspective

**Expense Claim Form -** a training costincurred by an employee, on behalf of the business, either placed on a personal credit/debit card or paid for in cash

**Computer-Based Training -** this training is typically provided via computer either through a CD/DVD, webinar, intranet or internet

**Facilitator Lead Training -** facilitated in a classroom situation internally, for example Orientation or Understanding EEO

**Public courses -** externally developed courses that are typically held offsite and may have employees from other companies in attendance

**University qualifications -** a diploma, post graduate, masters or certificate acquired from a registered University

**Mandatory Training -** training that is a mandatory requirement either from an industry or company perspective

Content

To ensure that our employees have the correct skills for their roles and that they comply with **[Company]**'s rules and regulations, training will sometimes be required or recommended for employees. Some training may be mandatory; for example, avoiding sexual harassment and bullying in the workplace. Other, non-mandatory training may be appropriate, for example when employees identify a course that they feel would be beneficial to their development and current role. Employees may raise this option with their manager but for it to become Approved Training, management support and approval would be required.

Training that is required or suggested by the company will be paid for by the company. Any Approved Training that has been requested, and paid for, by an employee will reimbursed upon the successful completion of the course. This means that when a course has a pass or fail outcome the individual must pass the course in order for the course fees to be reimbursed. The individual would also need to have the Expense Claim Form authorised by their Manager.

Some Computer-Based Training may be available to employees as an option to continue to build their skills. Public courses are courses that are held by organisations external to the business such as an *excel* course facilitated through the Australian Institute of Management.

In some cases individuals may request the business to support their study, for example, to complete a Diploma through college or University. This course would need to be approved by Management and be relevant to either the individual’s current role or a future role expected within the business.

All training approval is at the complete discretion of management.

**Approvals & review**

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| --- | --- |
| Policy review date: |  |
| Policy approved by title: | **[Company]** Pty Ltd |
| Policy approved by signature: |  |