
TRAINING AND DEVELOPMENT POLICY AND PROCEDURES

Purpose

The purpose of this Training and Development Policy is to outline Trendie's commitment to the continuous professional growth and development of its employees. By providing access to relevant training and development opportunities, we aim to enhance employee skills, knowledge, and capabilities, ultimately contributing to both individual and organisational success.

Scope

This policy applies to all employees of Trendie, including full-time, part-time, temporary, and contract staff. It covers all forms of training and development activities, including in-house training, external courses, workshops, seminars, conferences, e-learning, and on-the-job training. The policy encompasses activities that support employees in performing their current roles effectively and preparing them for future responsibilities.

Policy Principles

- **Commitment to Development:**

Trendie is committed to fostering a learning culture where employees are encouraged and supported to develop their skills and knowledge. We believe that investing in employee development enhances job satisfaction, performance, and retention.

- **Equal Opportunity:**

Training and development opportunities will be provided fairly and equitably to all employees. Selection for training will be based on individual and organisational needs, performance, and career development objectives, without discrimination.

- **Alignment with Organisational Goals:**

Training and development activities will be aligned with Trendie's strategic objectives, ensuring that the skills and knowledge acquired by employees contribute to the organisation's overall success.



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- **Continuous Learning:**

Trendie encourages a culture of continuous learning where employees take an active role in their own development. Employees are encouraged to seek out and engage in learning opportunities that enhance their professional growth.

Responsibilities

- **Employees:**

Employees are responsible for actively participating in training and development activities, applying the knowledge and skills gained to their work, and identifying areas where further development is needed. Employees should discuss their training needs with their managers during performance reviews or as part of their ongoing professional development.

- **Managers:**

Managers are responsible for identifying the training and development needs of their team members, supporting their participation in relevant activities, and ensuring that learning is effectively applied in the workplace. Managers should work with employees to develop individual development plans that align with both the employee's career goals and organisational objectives.

- **HR Department:**

The HR department is responsible for coordinating training and development activities, maintaining training records, and evaluating the effectiveness of training programs. HR will also provide guidance and support to managers and employees in identifying appropriate training opportunities and developing individual development plans.

Training and Development Procedures

- **Identifying Training Needs:**

- **Performance Appraisals:** During performance appraisals, managers and employees will discuss and identify training needs based on performance gaps, career aspirations, and organisational requirements.

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- **Skills Gap Analysis:** Managers, in collaboration with HR, will conduct regular skills gap analyses to identify areas where additional training is needed to meet current and future organisational goals.
- **Employee Requests:** Employees can request training to enhance their skills or address specific development needs. Requests should be submitted to their manager for consideration.
- **Developing Individual Development Plans (IDPs)**
 - **Plan Creation:** Managers and employees will collaboratively develop an Individual Development Plan (IDP) that outlines the employee's training and development objectives, activities, and timelines.
 - **Approval:** The IDP will be reviewed and approved by the manager and HR to ensure alignment with organisational goals and the employee's career development.
 - **Monitoring Progress:** Managers will regularly review the progress of the IDP with the employee, providing feedback and making adjustments as necessary.
- **Training Opportunities and Selection:**
 - **In-House Training:** Trendie will offer a range of in-house training programs, including workshops, seminars, and e-learning modules. Employees will be selected for in-house training based on their development needs and the relevance to their role.
 - **External Training:** Where appropriate, employees may attend external training courses, conferences, or seminars. Employees wishing to attend external training should submit a request to their manager, including details of the training, costs, and expected benefits.
 - **On-the-Job Training:** Managers will provide on-the-job training opportunities, including coaching, mentoring, and job rotation, to help employees develop practical skills and knowledge.



- **Funding and Support:**

- **Training Budget:** Trendie allocates a budget for employee training and development each year. Requests for training that require financial support will be considered based on the availability of funds and the potential impact on the employee's performance and organisational goals.
- **Study Leave:** Employees may be eligible for study leave to attend approved training courses or examinations. Requests for study leave should be submitted to the manager in advance and will be considered in line with the organisation's leave policy.

- **Evaluation of Training:**

- **Feedback:** Employees who participate in training programs will be required to provide feedback on the training's relevance, content, and delivery. This feedback will be used to assess the effectiveness of the training and identify areas for improvement.
- **Application of Learning:** Managers will work with employees to ensure that the knowledge and skills gained from training are effectively applied in the workplace. This may involve setting specific objectives or projects to demonstrate the application of new skills.
- **Review and Improvement:** The HR department will regularly review the organisation's training and development programs to ensure they meet the needs of employees and the organisation. Recommendations for improvements will be implemented as part of the continuous improvement process.

Compliance and Enforcement

Participation in training and development activities is a requirement for all employees as part of their ongoing professional development. Employees who fail to engage in required training or who do not apply learning in their work may be subject to performance management procedures.



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Review and Updates

This Training and Development Policy will be reviewed annually to ensure its effectiveness and relevance to the organisation's needs. Employees will be informed of any changes or updates to the policy.

Implementation

The HR department is responsible for implementing this policy and ensuring that all employees are aware of the training and development opportunities available to them. New employees will receive information about this policy as part of their induction process.

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