Learning and Development Policy

Platinum Electricians is committed to developing employees who have the skills, knowledge and confidence to perform their roles safely, deliver quality work and progress within the business.

Document control	Details
Policy owner	HSEQ and management
Review cycle	Annually and following significant changes

Purpose and scope
This policy establishes our commitment to employee learning, competency and ongoing development. It applies to all Platinum Electricians employees nationally, including apprentices, field staff, supervisors, managers and office staff. Contractors must meet the induction and competency requirements relevant to their engagement.

Policy commitments
Provide structured induction and verify required licences and competencies before employees undertake relevant work.
Identify development needs through role requirements, employee and supervisor discussions, audit findings, changes in work practices and business priorities.
Provide access to relevant learning opportunities, subject to role needs, agreed development priorities and management approval.
Support apprentices through supervised practical experience and the requirements of their formal training arrangements.
Reinforce learning through toolbox talks, safety alerts, team meetings and task-specific instruction.

Induction and ongoing learning
Employees must complete a structured, full-day induction before commencing operational duties. Induction covers company expectations, workplace conduct, wellbeing, WHS responsibilities, environmental requirements and company systems. Field employees also complete a practical induction, with supervisors verifying safe work practices, equipment use and understanding of site risks.
Ongoing learning may include on-the-job coaching, technical and systems training, task-specific instruction, refresher training and relevant external courses. Employees must maintain the licences and competencies required for their role. Managers will arrange additional instruction or supervision where a gap is identified.

Responsibilities
Management approves appropriate learning priorities and resources, supports employee development and reviews performance outcomes. Supervisors provide practical instruction, verify competency and identify further training needs. HSEQ coordinates WHS training requirements, monitors audit findings and supports corrective actions. Employees participate in required learning, apply training in their work and advise their manager of development needs or expiring qualifications.

Records and verification
Induction and onboarding records are maintained in Employment Hero. Training records, competency evidence and signed induction acknowledgements are retained in the relevant company systems. SafetyCulture and supporting WHS records provide evidence of how training is applied in the field.

Performance monitoring
Training effectiveness is reviewed through desktop audits, site audits and post-job reviews where applicable. WHS results are reported monthly to management under the WHS Performance Monitoring Procedure. Findings guide targeted training, supervision, corrective actions and improvements to induction and work practices.

The following measures support review of this policy. Results must be recorded for a defined reporting period and verified against company records. Audit and corrective-action results are supporting

indicators of training effectiveness.

Performance measure	Calculation or evidence	Period result
Induction completion before operational duties	Employees inducted before duties ÷ employees commencing duties × 100	100 %
Training and toolbox talks delivered	Number of recorded sessions delivered	12
Training participation	Number of employees attending recorded learning activities	92%
Audit completion and compliance	Audits completed; compliant audits ÷ completed audits × 100	745 completed, 72% conformity
Corrective actions closed on time	Actions closed by due date ÷ actions due in the period × 100	88%

Reporting period: July 2025 - July 2026

Review and continuous improvement
Management will review this policy annually, or earlier following significant changes to roles, systems, work activities or identified training needs. Review outcomes will inform learning priorities and any required updates to this policy and its supporting procedures.

Related procedures
WHS Training and Induction Procedure
WHS Performance Monitoring Procedure



CEO
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Date: January 2026
Next Review Date: January 2027