



TRAINING & DEVELOPMENT POLICY

Introduction

Aussie Automotive Group (AAG) supports employment opportunities and skills development. The Training & Development Policy also focuses on increasing the retention of its workforce through ongoing personal development and opportunities for career progression within the organisation.

AAG is committed to providing a safe and environmentally sustainable workplace through the ongoing training and development relating to AAG's integrated management system (IMS).

All workers of AAG are required to participate in training and development activities that are deemed mandatory and the training and development activities which have been identified as integral to their role.

AAG dedicates resources to ensure compliance to the multitude of laws, standards and codes that affect our operation. Our new employees are required to complete or have completed the minimum accredited training courses for work in their industry.

Objectives

The objectives of the Training & Development Policy are to:

- create employment and training opportunities for apprentices and trainees;
- improve the skills base of all AAG workers;
- provide employment, training and career progression opportunities for all workers;
- retain employees and skills knowledge base for the mutual benefits of AAG workers and the company;
- develop and continually improve training and development programs; and
- ensure all workers are sufficiently trained in order to comply with AAG's IMS.

Scope

The Training & Development Policy applies to all AAG departments and employees. The scope is also intended to meet and where possible, exceed any contractual related company training and development requirements.

Policy Statement

The following training and development activities will be undertaken by AAG.

1. Training plans should be integrated with and support the achievement of business and human resources strategies of AAG.
2. AAG will ensure that all staff receives an adequate induction to AAG and the Department in which they will work in order to enable them to carry out their duties in a safe and effective manner.
3. AAG training programs will be reviewed annually for effectiveness and areas which can be improved.



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4. An approved budget and resources will be designated on an annual basis for training and development activities in each Department.
5. All training and development plans shall be produced and implemented with reference to Position Descriptions, anticipated outcomes and any funding arrangements between relevant parties (e.g. AAG, employees, RTO's, employment agencies, government agencies).
6. Senior Management will use information from the need's analysis and/ or performance review to direct employees into training mandatory for their role and to also assist employees to identify the skills and qualities needed for both current and future jobs in accordance with the operational objectives of their department.
7. AAG will pay for all mandatory staff training. Staff not maintaining employment within six months of undertaking a course may be required to reimburse the course fees to AAG
8. AAG may assist in financially supporting employees to pay for nonmandatory training and personal development. Staff not maintaining employment within twelve months undertaking a course may be required to reimburse the course fees to AAG.
9. All staff members are to attend and fully participate in all training arranged for them. Failure to attend and fully participate in training could result in:
 - a. disciplinary action;
 - b. course fees being charged to the employee; or
 - c. other fees incurred, such as Travel Allowance, accommodation etc, being charged to the employee.
10. Special consideration will be provided to employees within remote communities to provide training and development opportunities that require support in temporary travel or relocation to undertake such activities. These opportunities will be discussed and agreed between AAG and the employee prior to undertaking the activity.

Aussie Automotive Group

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