

TRAINING & DEVELOPMENT POLICY

INTRODUCTION

CMX Group Pty Ltd (CMX) 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.

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

All employees of CMX 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.

OBJECTIVES OF POLICY

The objectives of the Training & Development Policy are to:

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

SCOPE OF POLICY

The Training & Development Policy applies to all CMX 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 CMX.

1. Training plans should be integrated with and support the achievement of business and human resources strategies of CMX.
2. CMX will ensure that all staff receives an adequate induction to CMX 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. CMX training programs will be reviewed annually for effectiveness and areas which can be improved.

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. CMX, employees, RTO's, employment agencies, government agencies).
6. Senior Management will use information from the need's analysis 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. CMX will pay for all mandatory staff training. Staff not maintaining employment within twelve months of undertaking a course may be required to reimburse the course fees to CMX
8. CMX 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 CMX.
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
 - 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 CMX and the employee prior to undertaking the activity.

CMX Group Pty Ltd



Caio Maida
Managing Director

Date: 3 September 2018