

TRAINING POLICY

This policy recognises that training is a central component of the Future Foams overall culture and set of values.

It is our intention to maintain an adequate supply of people with appropriate skills so that the organisation can meet the objectives it has set itself.

Whether training is conducted in house or externally, it will serve three broad rationales:

1. Proactive – Meeting the company's long term objectives and to anticipate rather than react to the needs of the organisation.
2. Reactionary – Needs that are driven and prompted by immediate problems that could, if not addressed, impact the achievement of performance objectives.
3. Enhance Employee Motivation, Commitment and Retention – It is a fact that training is in itself motivational and is a means whereby employee expectations can be met.

All training courses shall be structured in a way as to conform to the requirements of eligibility under the Australian Training Guarantee Act 1990.

Initially all employees shall undergo Induction Training, after-which the organisation shall have in place a structured program that will track the training needs of each employee. Such a program shall be reviewed and updated at intervals of no more than 12 months.

Employees will have an individual Training Record to keep track of training completed. In addition employee skills will be captured on a Skills Matrix, which will also highlight future training needs.

After the completion of a training course, employees will be issued with a Training Certificate as proof of training, and their individual training records will be updated.



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