

Learning & Development Policy

Purpose

ARA Electrical Engineering Services Pty Ltd (ARA) is committed to supporting employee learning, development and career progression through training, mentoring, apprenticeships, technical upskilling and professional development opportunities. ARA recognises that investing in employee development strengthens workforce capability, promotes employee engagement and supports the delivery of safe, compliant and high-quality services.

Scope

This Policy applies to all employees of ARA Electrical Engineering Services Pty Ltd, including apprentices and trainees.

Policy Statement

ARA recognises that a skilled, competent and engaged workforce is essential to the successful delivery of its services. ARA is committed to:

- Providing employees with access to relevant learning and development opportunities.
- Supporting apprenticeships, traineeships and vocational career pathways.
- Maintaining required licences, competencies and industry qualifications.
- Encouraging mentoring, knowledge sharing and continuous improvement.
- Supporting career development and advancement within the organisation.
- Providing mandatory training required for employees to perform their duties safely, competently and effectively.
- Promoting lifelong learning through a combination of formal training, workplace experience and professional development opportunities.

Learning and development opportunities may include apprenticeships, traineeships, on-the-job training, mentoring, technical and compliance training, safety training, manufacturer and supplier training, professional development programs, leadership development and industry-based learning opportunities.

Where approved by ARA, training may be undertaken during normal working hours.

Employees may also be required to complete additional study, assessment, reading or learning activities in their own time, particularly where professional qualifications, certifications or development programs are being pursued. This additional learning is intended to complement, not replace, practical workplace experience and existing skills.

Responsibilities

Management

Management is responsible for identifying training requirements, supporting employee development, maintaining competency requirements and providing access to appropriate learning opportunities.

Employees

Employees are responsible for actively participating in approved training, maintaining relevant licences and qualifications, applying knowledge gained through training and advising management of any training needs relevant to their role.



Jason Moore
Managing Director
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