



Training Policy

QRS is committed to supporting people develop and advance their careers thereby increasing internal and external capabilities.

This commitment to training and competency is aligned with our commitment to leadership, health, safety, environmental and quality and ensures all employees are trained and competent to undertake their designated tasks.

In accordance with this commitment, QRS will undertake the following:

- Implement objectives from People and Capability Strategy 2019-2022.
- Induct all employees in order to familiarise them with QRS policies, procedures and QRS employee responsibilities.
- Conduct training and competency assessments to ensure employees can undertake their assigned tasks effectively, efficiently, and safely.
- Co-design annual training development plans (TR_SF04) for all QRS employees that are approved by their manager and the chief executive. This will be used to develop the annual training budget for QRS.
- Record all certifications, qualifications achieved, and training conducted by all QRS employees.
- Monitor training qualifications and competencies of all QRS employees and complete refresher training or recertification prior to their expiry.
- Encourage professional development relevant to QRS employee's role and QRS' succession plan.

A handwritten signature in blue ink, appearing to read 'Nigel Pollock', is written in a cursive style.

Nigel Pollock

Chief Executive Officer

October 2020