



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 the QRS People and Capability Strategy 2022-2025.
- Induct all employees 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, training conducted and competencies completed 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.

Jeremy Harker
Chief Executive Officer
September 2024