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TRAINING AND INDUCTION POLICY		

PURPOSE

The purpose of this policy is to establish a consistent and effective framework for the induction and training of all new employees across the Consolidated Group of Companies. The policy ensures that employees are appropriately inducted, trained, and supported to understand their roles, company culture, and operational requirements. This approach supports workforce competence, safe work practices, productivity, and long-term job satisfaction.

OBJECTIVES

Consolidated Group of Companies is committed to the following objectives:

- **Structured Induction**
To provide a standardised induction program that introduces new employees to the company's mission, values, policies, procedures, and expectations. All inductions are delivered via Microsoft Forms and must be completed prior to commencement of work.
- **Role-Specific Training**
To ensure employees receive training relevant to their position, including job-specific skills, equipment, systems, and operational requirements.
- **Health and Safety Awareness**
To ensure all employees understand workplace health and safety obligations, hazards, controls, and their responsibilities in maintaining a safe work environment.
- **Continuous Learning and Development**
To promote a culture of ongoing learning through access to refresher training, upskilling, and professional development opportunities.
- **Performance and Training Effectiveness Monitoring**
To assess the effectiveness of induction and training activities through feedback, supervision, and performance monitoring, and to implement improvements where required.
- **Mentorship and Workplace Support**
To support new employees by providing access to supervisors, mentors, or nominated contacts to assist with workplace integration and ongoing guidance.

TRAINING AND INDUCTION PROCESS

The training and induction process includes, but is not limited to, the following steps:

1. **Pre-Employment Communication**
New employees are provided with pre-employment information outlining induction requirements, documentation, and expectations.
2. **Company Orientation**
Completion of the corporate induction covering company history, values, policies, procedures, and behavioural expectations.
3. **Role-Specific Training**
Delivery of position-specific training, including practical instruction, equipment familiarisation, systems access, and competency requirements.
4. **Health and Safety Training**
Completion of mandatory WHS training in line with legislative, site, and client requirements prior to commencing work activities.

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5. Ongoing Review and Feedback

Training effectiveness is monitored through supervision, feedback, and performance reviews, with corrective actions implemented where gaps are identified.

6. Continuous Development

Employees are provided access to ongoing training opportunities, including on-the-job training, refresher sessions, toolbox talks, and formal learning where applicable.

RESPONSIBILITIES

- **Management and Trainers**

Responsible for developing, implementing, and maintaining training and induction programs, ensuring content remains current and compliant with legislative and operational requirements.

- **Managers and Supervisors**

Responsible for ensuring new employees complete required inductions and training, providing job-specific instruction, monitoring competency, and addressing training gaps.

- **Employees**

Responsible for actively participating in induction and training activities, complying with training requirements, and seeking clarification where required.

RELATED PROCEDURES

Procedures supporting this policy are contained within:

- Employee Handbook (M1)
- Integrated Business Management System Manual (M2)

COMMITMENT

This policy applies to all new employees, including full-time, part-time, temporary, and contract personnel across all business units and locations within the Consolidated Group of Companies.

Approved



Theo Tsorvas

Director

Date 13.12.2025