

## QAHRP – Human Resource Competency Policy

Metal Services Australia Pty Ltd will ensure that Human Resources employed to perform tasks have the required competencies. The Company is also committed to identifying training needs and training employees to improve current skill levels.

COM PETENCY PROCEDURES			
No	Procedure Title	Procedure	Responsibility
1	Communication	All employees will be given clear instructions on how their role within the company may affect the objectives of the company.	All Managers
2	Qualifications	Various Roles within the Company may require specific Qualifications to be offered the position on a permanent basis. Specific requirements are contained within each Role description.	All Employees
3	Assessment	All employees within the company (excluding Directors) will require an annual competency assessment (May). The assessment shall include the following areas; 1. Induction knowledge review 2. OHS 3. Quality Assurance 4. Employment Role Competencies and appropriate Award Level 5. Culture 6. Training Qualifications and Training Requirements  A company Competency Assessment Guide should be used for reference to ensure compliance.  (Refer to QAHRF – Competency Assessment Guide)	Site Operation Officer(s)
4	Submission	The results from the assessment MUST be passed onto the Directors by end of May.  <b>Results SHOULD NOT contain any Wage Increase Recommendations and should be based solely on the employee's work skills and ethics. Wage adjustments / recommendations shall be managed after all Assessments and end of year operational results are complete.</b>  The review will be used to ensure that all employees are at the applicable Award level. If an employee has changed award levels and their current wage does not absorb the change, an adjustment shall be made as of the 1 <sup>st</sup> of July each year.	Site Operation Officer(s)
5	Wage Review	Operational wages shall be reviewed in June each year. Wages may not necessarily be adjusted at all and this will depend on 1. Government requirements 2. Award Level changes 3. Company Performance  A Director shall provide the Site Operation Officer(s) with maximum wage adjustment levels available for that division and the Operation Officer(s) will be required to make recommendations on how these adjustments should be allocated.  The final decision on Wage adjustments is at the discretion of the Company Directors.  Any wage adjustments shall commence in July or thereafter, depending upon agreement from the employee on the new offer and authorisation from a Company Director to proceed.	Site Operation Officer(s) and Company Directors

**Document Checking and Issuing:**

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Issue Location: \_\_\_\_\_

Quality Officer: \_\_\_\_\_

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6	Training	<p>Any Training requirements identified shall be reviewed by Management for Approval. Approved Training shall be prioritised based on the company compliance, the needs of the company and the availability of funds.</p> <p>In-House training shall be organised in a manner by the Site Operation(s) Officers and the training will be conducted in a manner that ensures the employee(s) receives appropriate training necessary to become competent in the desired skill(s).</p> <p>In-House Certificates shall be issued for various competencies within the company. The Certificates shall consist of competencies (but not limited to) such as:</p> <ol style="list-style-type: none"> <li>1. Team Leader [Workshop]</li> <li>2. Team Leader [On-Site]</li> <li>3. Team Leader [Maintenance]</li> <li>4. Job System Trainer</li> <li>5. Job System [Add New Jobs and Quotations]</li> <li>6. Job System [Receipt and Despatching]</li> <li>7. Job System [Purchase Requisitions]</li> <li>8. Job Scheduling</li> <li>9. Fluid Bed Furnace Operator</li> <li>10. Wet Spray Operator</li> <li>11. Powder Coat Operator</li> <li>12. Sand Blasting Operator</li> <li>13. Overhead Crane Operator</li> <li>14. Tempering Furnace Operator</li> <li>15. Stress Relieving Furnace Operator</li> <li>16. Hardness Testing [Vickers and Rockwell]</li> <li>17. Hardness Testing [Hand Held Units]</li> <li>18. MYOB Payroll</li> <li>19. MYOB Purchasing</li> <li>20. MYOB Invoicing</li> </ol>	
7	Induction Training	<p>Induction Training MUST occur for every employee, sub-contractor, volunteer or visitor PRIOR to entering the workplace.</p> <p>Refer to: QAHRF - Human Resource Employee Induction Checklist for Induction and Refresher requirements.</p>	
4	Feed Back	<p>After Director approval, the results from the review MUST be communicated back to the employee. This may be included in any additional Wage Offer (Refer QAHRF – Employee Engagement Form) if a applicable.</p>	Site Operation Officer(s)

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