Organisational Management

TRAINING AND DEVELOPMENT POLICY

Policy Approved:	Sign:	Date: 27/6/25

POLICY:

Greystanes Disability Services ("Greystanes") is committed to maximising opportunities for all staff to develop their level of skills and knowledge to safely and confidently carry out their role. Greystanes provides training and resources fairly and consistently across the organisation. Greystanes is committed to Person Centred Active Support and providing on-going training and mentorship to all staff in this framework of service delivery. Greystanes will provide training and development opportunities for staff to achieve outcomes that are of benefit to both staff and the people we support.

Staff are expected to complete all training requested by management. All staff are required to complete training so they can effectively provide services to the people Greystanes supports and carry out their job roles in compliance with Greystanes' Policies and Procedures.

Mandatory training is identified in the orientation to Greystanes and in the induction to their broader job and business area. Further mandatory training requirements are identified as employment progresses. Training requirements are identified from the following:

- The social, psychological, health, education, training and daily living needs of people being supported by Greystanes
- The performance management process
- Team Training needs
- Organisational needs
- Changes in Policies and Procedures
- Legislative changes
- Changes in the broader community and sector

SCOPE:

This policy relates to all Greystanes employees, volunteers and students

DEFINITIONS:

Competent or qualified person: Is defined and determined by the relevant Manager as a person who has the relevant qualifications, skills and knowledge of the area they are assessing and/or able to demonstrate equivalent competency within their role at least to those being assessed.
Greystanes Annual Training Program: The Greystanes Annual Training Program includes planned Induction and Orientation training for new employees and other mandatory training related to core work skills and core organisational needs.

Mandatory Training: Any training that a staff member is requested to complete in order to carry out their job role to the standard that Greystanes requires. Mandatory training is identified from the needs of the people we support, job descriptions, Training needs identified by the manager through the performance management process, workplace and business area requirements, organisational requirements and the broader legislative requirements of the sector we work in. Mandatory training can include training requested to be completed by the organisation as a whole, business areas of Greystanes, Groups of staff or individual staff members.
Training Package: The set of information and resources used to conduct a particular training course.
Training Program: The Training Program is the range of training made available to staff. The range of Training Packages, how they are implemented and who should attend and how often is determined by the Management Committee, in accordance with staff needs, service needs and relevant legislative requirements.

LEGISLATIVE FRAMEWORK:

Disability Inclusion Act 2014
Australia Privacy Principles 2014
Attendant Care Industry Standard: 2013
National Standards for Disability Services
NSW Disability Service Standards
NSW Anti-Discrimination Act (1977)
NSW Disability Services Act (1993)
Commonwealth Disability Discrimination Act 1992
NSW Guardianship ACT (1987)
NSW Health Records and Information Privacy Act (2002)
NSW Ombudsman Act 1974
UN Declaration on the rights of disabled persons