

Standard Operating Procedure (SOP): Regular Training and Competency Assessment Schedule

This SOP defines the **regular training and competency assessment schedule** to ensure all employees maintain up-to-date skills and knowledge relevant to their roles. It includes the frequency of training sessions, assessment methods, documentation procedures, and criteria for evaluating competency. The goal is to promote continuous professional development, enhance workforce capability, and ensure compliance with industry standards and safety regulations.

1. Purpose

To outline a systematic approach for regular training and assessment of employee competency, supporting organizational excellence and compliance.

2. Scope

This SOP applies to all employees, contractors, and temporary staff whose roles require specific competencies and ongoing professional development.

3. Responsibilities

- **HR/Training Department:** Schedule, conduct, and document training and assessments.
- **Supervisors/Managers:** Identify training needs and ensure staff participation.
- **Employees:** Attend scheduled training and participate in assessments.

4. Training Schedule and Frequency

Type of Training	Frequency	Target Audience
Orientation/Onboarding	Upon hire	All new employees
Role-Specific Technical Training	Annually	Relevant roles
Safety and Compliance	Semi-Annually	All employees
Refresher Courses	Every 2 Years or as required	All employees
Ad-hoc/Updated Protocols	As needed	Affected employees

5. Competency Assessment Methods

- Written exams and quizzes
- Practical demonstrations
- On-the-job observation and performance appraisal
- Third-party certifications or external assessments
- Oral questioning/interview

6. Documentation Procedures

1. Maintain individual training records in the HR Management System (HRMS).
2. Record dates, content, and results of trainings and assessments.
3. Document remedial actions and follow-up training when competency gaps are identified.
4. Keep records for a minimum of 5 years.

7. Competency Evaluation Criteria

- Attendance and participation in training sessions
- Achievement of defined pass marks in assessments
- Demonstrated ability to perform job duties competently and safely
- Compliance with current industry standards and internal procedures

8. Continuous Improvement

- Review and update training content annually or as regulations change.
- Collect feedback from employees and trainers following each session.
- Adjust training schedules and materials based on assessment outcomes and incident reports.

9. References

- Company Training Policy
- Relevant Industry Regulations and Standards
- Occupational Health and Safety Guidelines

10. Revision History

Version	Date	Changes	Approved By
1.0	2024-06-10	Initial template	HR Manager