SOP: Staff Training and Competency Requirements

This SOP details **staff training and competency requirements**, focusing on onboarding new employees, continuous skill development, mandatory training sessions, competency assessments, documentation of training records, and compliance with industry standards. The objective is to ensure all staff possess the necessary knowledge and skills to perform their duties effectively, safely, and in alignment with organizational goals.

1. Purpose

To define procedures and requirements for staff training and competency, ensuring all employees are qualified and updated in their respective roles.

2. Scope

This SOP applies to all employees, contractors, and temporary staff within the organization.

3. Responsibilities

- **HR Department:** Oversee onboarding, record-keeping, and compliance.
- **Managers/Supervisors:** Identify training needs, facilitate training, and ensure competency assessment.
- **Employees:** Participate in required training and competency evaluations.
- **Training Coordinators:** Organize and document training sessions.

4. Procedure

1. **Onboarding Training**
   New employees must complete orientation and role-specific training within the first 30 days of employment.
2. **Continuous Skill Development**
   Supervisors should assess skill gaps annually and provide opportunities such as workshops, e-learning, and external courses.
3. **Mandatory Training Sessions**
   All staff must participate in training required by law and organizational policy (e.g., safety, anti-harassment, compliance).
4. **Competency Assessment**
   Assess employee competency via written tests, practical demonstrations, and/or observation. Assessments must be conducted:
   - After initial training
   - Annually or as dictated by regulations/role changes
   - Following performance reviews or incident investigations
5. **Documentation of Training Records**
   All training activities and assessment outcomes must be recorded in the Training Records System, including:
   - Employee name and role
   - Training title and date
   - Type of assessment and result
   - Trainer's name and signature
6. **Ensuring Compliance**
   Procedures and training content must be reviewed annually for compliance with current industry standards and regulations.

5. Training Records - Sample Log Table

Employee Name	Position	Training Title	Date Completed	Assessment Method	Result	Trainer/Assessor
Jane Doe	Lab Technician	Lab Safety	2024-03-14	Written & Practical	Pass	D. Smith
John Smith	Customer Service	Data Privacy	2024-04-02	Online Quiz	Pass	L. Green

6. Review and Updates

This SOP shall be reviewed annually or as required by changes in organizational policy or regulatory requirements.

7. References

- Organization Training Policy
- Industry-specific regulations (OSHA, ISO, etc.)
- HR Onboarding Checklist