

SOP: Training and Competency Requirements for Staff

1. Purpose

This SOP defines the **training and competency requirements for staff involved**, detailing the necessary qualifications, skill development programs, regular assessment procedures, and ongoing competency evaluations to ensure that all personnel are adequately prepared and qualified to perform their duties effectively and safely within the organization.

2. Scope

This SOP applies to all staff, contractors, and temporary personnel who perform duties that require specific skills, knowledge, or certifications within the organization.

3. Responsibilities

- **HR Department:** maintain training records; initiate training programs; track competency evaluations.
- **Department Managers:** identify training needs; facilitate staff participation; support ongoing qualification.
- **Supervisors:** monitor daily competency; report skill gaps; recommend further training.
- **All Staff:** attend required trainings; maintain certificates; participate in assessments.

4. Definitions

- **Competency:** A combination of knowledge, skills, and abilities required to perform a specific job function.
- **Training:** Educational activities designed to enhance the knowledge and skills of staff.
- **Assessment:** Evaluation of staff performance to confirm competency.

5. Training Requirements

Role/Position	Required Training	Frequency	Responsible Party
All Staff	Orientation; Health & Safety; Code of Conduct	Onboarding; Annually	HR
Specialist Roles	Role-specific technical training	Onboarding; As needed	Department Managers
Supervisors	Leadership; Compliance training	Upon promotion; Bi-annually	HR/Management
Contractors	Site induction; Safety briefing	Every engagement	HR/Project Manager

6. Competency Assessment

- Competency is initially evaluated on completion of required training and periodically through formal assessments (quizzes, practical demonstrations, peer review).
- Assessments occur at regular intervals, as specified by role or regulatory requirements (typically annually).
- Results are documented and maintained in the staff record database.

7. Ongoing Development

- Staff are encouraged to participate in professional development, cross-training, and refresher courses.
- HR and managers review development needs during annual performance appraisals.
- Significant changes in job roles or procedures require supplementary training and reassessment.

8. Documentation & Records

- All training and assessment records must be accurately documented and kept for a minimum of 5 years.
- Records are subject to internal and external audits.
- Access to training documents is limited to authorized personnel.

9. Review and Revision

- This SOP is reviewed every two years or when significant changes in processes or regulations occur.
- Revisions are approved by the HR Director and disseminated to all relevant departments.

10. References

- Relevant regulatory guidelines and accreditation requirements
- Internal HR and training policies

11. Appendices

- Appendix A: Staff Training Matrix Template
- Appendix B: Competency Assessment Form Example