

## **TRAINING**

The Organisation is committed to the continuous development of all its employees.

It is vital that employees possess the skills and knowledge to enable them to perform their duties effectively. Any needs should be discussed with the employee's manager during appraisals or supervisions. The Organisation may in its absolute discretion provide financial assistance for external training courses which have relevance to the employee's current or likely future duties with the Organisation.

All original training certificates will be held by the Organisation in the employee's personal file. Original training certificates may be given to employees at the end of employment with the Organisation, at the Organisation's absolute discretion.