



STATEWIDE GROUP TRAINING (SA) INC

RECORD KEEPING POLICY

PURPOSE:

Statewide Group Training (SA) Inc (SGT) is committed to ensuring that any records are kept in a private and confidential manner.

SCOPE:

This policy applies to:

- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.
- all aspects of employment; recruitment and selection; conditions and benefits; training and promotion; task allocation; hours; leave arrangements; workload; equipment and transport.


POLICY:

SGT is committed to ensuring that all relevant documentation relating to Staff, Apprentices and Trainees are maintained and recorded in the management system.

Record keeping is defined as keeping records of all documentation in regards to concerning Staff, Apprentices and Trainees.

This documentation will be in the form of relevant information regarding induction, training, instruction, information, safety equipment issued (and maintenance of if applicable) and injury management.

All Apprentices and Trainees records are to be maintained by Field Officers and the HR Manager in their personnel file. These records are to be kept in accordance with the required duration for maintaining personnel files.

APPROVED:	KYM ANDERSON	DESIGNATION:	CHIEF EXECUTIVE OFFICER
APPROVAL SIGNATURE:		DATE:	8 TH MAY 2024
