	<b>WPCG Training Program</b>	<b>Procedure #</b>	101
		<b>Revision #</b>	1
		<b>Last Reviewed Date</b>	16 <sup>th</sup> August 2017

## WPCG Company Trainer

The WPCG Company Trainer can train others within their organization in the WPCG training program. They must have an understanding of the following:

### 1. Requirements

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The WPCG Company Trainer:

- must have their trainer application assessed and approved by the WPCG and have attended the face to face WPCG issuer/trainer course and successfully complete the online assessment
- must use all the most up to date training material provided by the WPCG in the way that was demonstrated at the initial face to face training course. These are available in the WPCG Training Database via the Trainer Resources menu on the User Menu screen
- must conduct the training course over at least 5 hours, anything shorter means the training is being rushed and is not effective
- facilitate the trainees to complete the online assessment within 2 months of having attended the training
- must not conduct training via skype or remote video unless obtaining prior written approval. Approval will be given on a case by case basis
- must not conduct training via phone
- must maintain their currency as per section 3 of this procedure
- must not train sub-contractors unless obtaining prior written approval. Approval will be given on a case by case basis. Application form found on the website: <https://wpcg.com.au/wpcg-guidelines-for-training-of-subcontractors/>

### 2. Audits


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As part of the WPCG quality assurance process audits related to the quality of the training program will be conducted. There is a requirement that personnel trained by the Company Trainer be made available to provide input if required.

If the audit does not meet the WPCG requirements as outlined above:

1. The company trainer will be notified by email and be provided an opportunity to reply within 14 business days
2. Based on the severity of the non-conformance the WPCG administration will advise of the action taken. This may include the following
  - provide a written warning, with a followup audit to occur
  - request that the individual re-attend the face-to face training at their cost with the WPCG training provider. All trainees trained by the company trainer may have their WPCG accreditation revoked
  - remove the trainer profile from the individual. All trainees trained by the company trainer may have their WPCG accreditation revoked

If WPCG administration are unable to contact any trainees to conduct an audit, the trainer profile will be removed from the company trainer.

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### **3. *Maintain Currency***

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It is a requirement that the WPCG company trainer maintains their training and facilitation skills and currency in the WPCG program. This means the company trainer must:

1. Deliver the WPCG training course as per the requirements in section 1 of this document, within 3 months of having initially attended the WPCG training course
2. On an ongoing basis, conduct a WPCG training course every 12 months. If this cannot be maintained, they will be required to attend the WPCG face to face training course at their own cost either when their refresher falls due, or prior to conducting a WPCG training course, whichever is required first.
3. If requested, provide video of themselves conducting the WPCG course (minimum of 30 minutes of training time) at their own cost.

Failure to maintain currency will result in the trainer profile being revoked.

### **4. *Appeals Process***

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To appeal the removal of the WPCG trainer profile, the individual must approach the company that engages them to perform work on their facilities with their case.