**Training Matrix**

**Specific competency training**

Specific training may be required for people with responsibilities such as purchasing staff, who will need to be aware of energy rating requirements for the purchase of energy efficient electrical equipment, and packaging requirements to minimise the use of natural resources and waste generation.

All training records of staff (and other stakeholders) should be documented and maintained in a Training Register. An example of a partially completed Training Register is provided on the following page.

|  |  |
| --- | --- |
| **Required Training** | **Position** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |