

LGAP PERSONNEL COMPETENCY AND TRAINING



What is competency?

- A person is competent if they have the skills and knowledge to perform a job.
- Skills are the ability to do tasks well. Knowledge is having facts, information or understanding of a subject which is gained through education and experience.
- Training is undertaking education or learning skills, knowledge, and types of behaviour.

How do I assess competency?

1. The first step is to determine what skills, knowledge, and training someone needs to perform the job properly.
 - For example – animal handlers should have adequate knowledge and skills to handle animals.
2. Determine if the person doing that job has the skills, knowledge and training that match the job requirements.
 - What jobs or previous experience has the person had?
 - What training have they completed?
 - What education or qualifications do they have?
3. If the job requirements match with the skills and knowledge of the person – they can be considered competent.
4. If not, you can determine what else they might need to do to become competent, such as training, coaching or more practice under supervision.

What records should I keep?

- Job descriptions detailing roles and responsibilities
- Personnel records of individual's skills, knowledge, and experience
- Records of personnel training e.g., training register
- Templates are available on <https://www.animark.com.au/guidance-templates-documents/>



Who needs to be competent?

Personnel who:

- Handle animals
- Restrain, stun and slaughter animals
- Transport animals
- Are responsible for record keeping, traceability, monitoring, animal identification and welfare
- Conduct internal audits
- Manage facilities

Training



- Training is a way to ensure that personnel have the skills and knowledge needed to perform their job.
- Training can include providing information or helping others learn skills, practice tasks, and understand what it is they need to do.
- Providing training is a good way to ensure personnel understand what is required of them.
- LGAP training is available via the AniMark website: <https://www.animark.com.au/training-videos/>
- The Livestock Export Program (LEP) also conduct regular training across many markets.