

Title:	Employee Development and Training		
Document ID:	SCP-5		
Version	Status	Effective Date	Page 1 of 6
1	Status: Effective	14 th February 2022	

Table of Contents

1. Purpose	2
2. Scope	3
3. Responsibilities	3
4. Procedure	3
4.1 Training Needs Identification	3
4.2 Process Flow	4
4.3 The Integrated Personal and Development Plan	4
5. Abbreviations and Definitions	5
5.1 Abbreviations	5
5.2 Definitions	5
6. Related Documents	5
7. SCP History	6
8. Document Approvals	6