

BSBWOR501 MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- Observations will be conducted of the participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that the assessor provided clear instructions and the participant understood what was required to complete this assessment.
- The assessor may substitute a Practical Task with another task of equal value.
 - Alternate tasks must be fully documented by the assessor.

Participant name Paul Russo

Participant signature



Assessor name

Assessor signature

Date 11/08/2021

Number of tasks	Number of tasks completed	Satisfactory?	
		Yes	No
1		☐	☐

ASSESSOR COMMENTS

BSBWOR501 MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to create systems and process to organise information and prioritise tasks. These tasks may be simulated or real. The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.	
Resources required: Project documentation, Technology to manage work priorities/commitments.	
Assessment of task	
Name of participant:	Paul Russo
Name of observer:	Rory Church
Role of observer (Confirm suitability to sign)	Senior Project Engineer
Email address of observer	rory.church@cbgujv.com.au
Signature of observer:	
Date:	Click here to enter a date. 26/08/21
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Establish personal work goals	
1.1A. Serve as a positive role model in the workplace through personal work planning.	☒
1.1B. Ensure personal work goals, plans and activities reflect the organisation's plans, and own responsibilities and accountabilities.	☒
1.1C. Measure and maintain personal performance in varying work conditions, work contexts and when contingencies occur.	☒
2 Set and meet own work priorities	
1.2A. Take initiative to prioritise and facilitate competing demands to achieve personal, team and organisational goals and objectives.	☒
1.2B. Use technology efficiently and effectively to manage work priorities and commitments.	☒
1.2C. Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to.	☒
3 Develop and maintain professional competence	
1.3A. Assess personal knowledge and skills against competency standards to determine development needs, priorities and plans.	☒

Attachment 1: PDR

Attachment 2: Work to-do list

Attachment 3: Purchased bike

Attachment 1: PDR

Attachment 1:
PDR

Attachment 4:
Engineers
forum

Attachment 5:
Enrolment in
technical
writing course

1.3B.	Seek feedback from employees, clients and colleagues and use this feedback to identify and develop ways to improve competence.	☒
1.3C.	Identify, evaluate, select and use development opportunities suitable to personal learning style/s to develop competence.	☒
1.3D.	Participate in networks to enhance personal knowledge, skills and work relationships.	☒
1.3E.	Identify and develop new skills to achieve and maintain a competitive edge.	☒

The participant's performance was: ☐ Satisfactory ☐ Not Satisfactory

OBSERVER COMMENTS

1.1A, 1.1B, 1.1C – Paul plans his tasks and work effectively through use of One note and Outlook. Also has a very organised desk area as an example to others in the workplace. Paul has enrolled in Diploma of Project Management for personal growth and will be utilised in CPB Contractors upon completion of the course. Paul also varies his work hours (i.e., working back later or coming in earlier) as required to achieve necessary outcomes for the project.

1.2A, 1.2B – Paul uses One note and MS Outlook to plan his time for meetings, tasks that require performing for others and time left for performing activities outside the workplace. As can be seen from One note task list, the tasks are colour coded for priority type to further allocate time for activities from urgent to less urgent.

1.2C – Paul has recently purchased a second-hand road bike to improve cardiovascular fitness and socialise with other friends who cycle.

1.3A, 1.3B – Paul has a regular PDR meeting that compares current skills and progress with organisational requirements. This PDR process also identifies areas for improvement of skills. This also occurs more generally during time on project as requirements of the Project evolve and skills are required to change to perform these tasks

1.3C, D– Paul has attended one of the many Engineering forums held on the CRR project where Senior leaders provide mentoring advice on career advancement and provides opportunity to connect with other colleagues on the project. There are also subject matter experts that discuss technical and project management topics and provide direction on useful tools to improve current skills or learn new ones.

1.3E – Paul has recently enrolled in Technical writing course to improve writing skills for issuing tenders for Subcontractors and scope definition for Works Contracts in the organisation.

Performance and Development Plan 2021

Employee Details			
Employee Name:	Paul Russo	Manager Name:	Rory Church
Position Title:	Project Engineer	Manager Position Title:	Senior Project Engineer
Project Area/Site:	Woolloongabba	Parent Company	CPB

Process Overview

Performance and Development Plans provide a framework to set goals for the year ahead, reflect on individual achievements against set goals, gain regular constructive feedback on performance and behaviours and to focus on personal career development. This is a key people initiative with the primary goal of supporting high performance and creating rewarding careers for each employee on the Project.

The CBGU JV Performance and Development process consists of 3 stages within an annual cycle.

Stage 1	Planning and Set Objectives (February 2021) - Work with your direct manager to establish individual KPIs, that are specific to your role and cover the following key areas: Health & Safety, Program, Cost performance, Stakeholder, Community & Environment, Quality and Role Specific (covering other key role objectives). - During this phase, you will also set your commitment to the Project's Vision & Values and identify key actions for your career development.
Stage 2	Mid-Year Review – Check Progress (June – July 2021) - Through regular informal discussions throughout the year and a formal mid-year review check in. The purpose of this stage is to provide feedback on your performance against the KPIs, behaviours aligned with the Vision and Values and your career development. - The manager will provide an overall Performance Rating, using the scale below.
Stage 3	End of Year Review – Evaluate performance (November – December 2021) - Managers are required to review overall performance against each section of the PDR. - During this Phase, the Manager will provide direction, feedback, coaching and support to the Employee, while the Employee begins planning for the following year. - The manager will provide an end of year Performance Rating, using the scale below.

Performance Rating Scale		
5	Outstanding Performance	- Performance is exceptionally high and always exceeds the expectations and requirements of the role. - Objectives and targets are always met with significantly superior performance and superior quality.
4	Exceed Expectations	- Performance is very strong and consistently exceeds the expectations and requirements of the job, delivering above the objectives and targets set relative to others at the same level. - Has added unique and strong contributions in support of the team's objectives and targets. - Minimal guidance and support required to meet the performance standards.
3	Fully Effective	- Performance meets the expectations and requirements of the job. - Consistently meets and on occasion exceeds performance objectives and targets.
2	Improvement Required	- Below the expectations and requirements of the job relative to others at the same level. - Meets some, but not all performance objectives and targets.
1	Poor Performance	- Well below the expectations and requirements of the job relative to others at the same level. - Performance objectives and targets were not met. - Current level of performance is not acceptable and significant improvement is needed immediately.

Set Your Key Performance Indicators and Objectives (Part 1)

Across the following Key Result Areas: Health & Safety, Program, Cost performance, Stakeholder, Community & Environment, Quality and Role Specific, list KPIs that are central to your role and support the Project's overall objectives and Vision & Values.

Key Result Area 1	Objectives & Actions <i>Key Performance Indicators (KPIs) & how you will demonstrate achievement of KPIs</i>
Health & Safety	• Zero lost time injuries • Incident notification – Inform management of any incident within 1hr of occurrence. Preserve scenes. • Lead and promote the development of safe practices across the Project. • Lead and manage a safety culture that reports incidents and adheres to standards that ensures safety of all site personnel. • Carry out & Complete Safety KPI ongoing basis. • Be a visible, hands on leader demonstrating our safety commitment to the workforce. • Attend pre-starts and toolbox 2- 3 per week • Recognise and encourage best practice among our workforce. • Review safety and temporary works documentation against Safety Essentials and Project Risk Register.
Mid-Year – Comments and Assessment	
<i>Employee Comments</i>	
<i>Manager Comments</i>	
Annual Review – Comments and Assessment	
<i>Employee Comments</i>	
<i>Manager Comments</i>	

Key Result Area 2	Objectives & Actions <i>Key Performance Indicators (KPIs) & how you will demonstrate achievement of KPIs</i>
Program	• Deliver works in accordance with target program – Plan and implement work processes to achieve program. • Monitor and analyse progress of the planned works. • Prepare the 3WLA and assist with 3-month look ahead program for section of works. • Ensure program targets are communicated effectively to the site team • Improve construction methodologies where possible. • Develop delay mitigation measures if needed. • Manage interface with other site teams to achieve best for project outcomes • Manage critical path opportunities and risks and develop strategies and methods to capture opportunities and mitigate risks
Mid-Year – Comments and Assessment	
<i>Employee Comments</i>	
<i>Manager Comments</i>	
Annual Review – Comments and Assessment	
<i>Employee Comments</i>	

Manager Comments	Attachment 1: PDR
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Key Result Area 3	Objectives & Actions <i>Key Performance Indicators (KPIs) & how you will demonstrate achievement of KPIs</i>
Cost performance & Subcontract management	• Develop and manage up to date cost tracking, on hire, PO, dayworks registers. • Accurately forecast costs related to upcoming works • Achieve accrual, quantity, and forecast due dates prior to financial calendar • Be proactive in processing progress claim accurately and on time • Identify cost/productivity concerns and develop/implement mitigation strategies • Identify commercial risks and opportunities. • Establish and attend weekly subcontract meetings • Assist with Preparation of and /or prepare variations and EOT responses within 5days as required. • Assist with prompting Supervisors in planning of material purchasing
Mid-Year – Comments and Assessment	
<i>Employee Comments</i>	
<i>Manager Comments:</i>	
Annual Review – Comments and Assessment	
<i>Employee Comments</i>	
<i>Manager Comments</i>	

Key Result Area 4	Objectives & Actions <i>Key Performance Indicators (KPIs) & how you will demonstrate achievement of KPIs</i>
Stakeholder, Community & Environment	• Zero avoidable complaints –consider all stakeholder aspects when planning works • Zero environmental infringement notices – ensure high standards • Incident notification – Inform management of any environmental incident within 1hr of occurrence • Compliance with Site Environmental plans – ensure all site environmental requirements are achieved. • Provide the community team any necessary technical support for information to Stakeholders. • Make sure the needed permits (e.g. out of hours permits) are in place prior to commencing activities.
Mid-Year – Comments and Assessment	
<i>Employee Comments</i>	
<i>Manager Comments</i>	
Annual Review – Comments and Assessment	
<i>Employee Comments</i>	
<i>Manager Comments</i>	

Attachment 1: PDR

Key Result Area 5	Objectives & Actions <i>Key Performance Indicators (KPIs) & how you will demonstrate achievement of KPIs</i>
Quality	- Establish a culture of “do it once – do it right” - Develop working practices that safeguard the quality of the product. - Active development of CAP, Workpacks, and ITPs. 90% in Quality Audits – ensure a high compliance to Quality System - Close out lots in 60 days – Monitor and manage Lots system through Quality Team - Address PIC comments – Build relationship with PIC through project to ensure comments addressed - No Class 1 NCRs - Coordinate input into permanent and temporary works design regarding impact on cost and time. - Liaise with design consultants. - Close out of RFI's within 1 week of Designer response.
Mid-Year – Comments and Assessment	
<i>Employee Comments</i>	
<i>Manager Comments</i>	
Annual Review – Comments and Assessment	
<i>Employee Comments</i>	
<i>Manager Comments</i>	

Key Result Area 6	Objectives & Actions <i>Key Performance Indicators (KPIs) & how you will demonstrate achievement of KPIs</i>
Role Specific (covering other key role objectives)	- Manage and monitor the completion of the project to ensure safety, programme, budget, quality, environmental and contractual obligations are achieved and taking prompt corrective action as required. - Effectively manage the interface and handover process between CBGU JV teams. - Developing alignment between team capability and function's business objectives. - Provide guidance to site engineers as required to develop them as individuals and contributing to succession planning. - Positive participation in team alignment activities when scheduled - Participate in planning workshops for project as required - Review of preliminary design drawings as and when required
Mid-Year – Comments and Assessment	
<i>Employee Comments</i>	
<i>Manager Comments</i>	
Annual Review – Comments and Assessment	
<i>Employee Comments</i>	
<i>Manager Comments</i>	

Attachment 1: PDR

Our Vision and Values (Part 2)

Our vision: *Together we will create an iconic project to enrich our community* is underpinned by our 3 Values: *Integrity, People* and *One Unified Team*.

Our Values	Behaviours What this means for me in my role. How will you demonstrate the values?
INTEGRITY <i>Always operate with integrity and honesty. Do what you say you will do. Be transparent. Ensure there are no surprises. Consider your actions and their effect.</i>	Operating by following the project procedures and the management directions. Working to ensure transparency of my actions and communicate effectively to ensure there are no surprises.
PEOPLE <i>Ensure safety is fundamental in everything we do. Provide opportunities for personal growth. Create an environment that promotes innovating outcomes. Support our teams to deliver outcomes that enhance our project. Value and appreciate others opinion. Be courageous.</i>	Sharing my experience with my collaborators and taking on board the experience of others to ensure a safe working environment for all.
ONE UNIFIED TEAM <i>- Commit to playing your part. Be accountable and support one another - Celebrate together. Be solutions focused with a positive outlook. Respect diversity and the views of our stakeholders. Collaborate. Remain future focused</i>	Facilitating relationships within my team and with other teams throughout the project. Working to facilitate the growth of the team as a unit and as individuals.

Your Career Development Plan (Part 3)

You should consider from a career perspective what you seek to achieve on the Project and how this supports your overall career aspirations, where you feel your skills and strengths are and where you would like your career to go. Learning and career development is best achieved in a variety of ways such as on the job training, mentoring, coaching, structured courses via a combination of both formal and informal opportunities.

Individual Development Plan <i>What training, on-the-job learning can we provide to assist you in exceeding the objectives of your role and better prepare you for your future career aspirations?</i>			Individual Development Review
Personal Development Objectives <i>Identify the key areas to develop</i>	Action / Development Plan <i>How will this be developed?</i>	Completed By	Comments <i>Achieved (Yes / No)</i>
Progression to Senior Project Engineer in 2021.	Preparation & management of cost forecasts, presentations to senior management, management & coordination of site/junior engineers	Mid-end of 2021	
Diploma of Project Management	Complete by the end of 3 rd quarter 2021	End of 3 rd quarter 2021	

Attachment 1: PDR

Mid-Year and Annual Review Ratings, Manager's Comments and Approvals (Part 4)

Mid-Year Review – Overall Performance Rating Assessment and Manager's Comments <i>Consider KPI achievement, overall role performance, commitment to the Project Vision and Values and progress made against career development</i>		Mid- Year Performance Score (1-5)
The Woolloongabba Station child project of Cross River rail has been under design for most of 2020 and is difficult to comment on some disciplines of performance, in particular, safety. As construction is now beginning to commence, the expectation is that Safety KPI of task observations, workplace inspections and prestart attendance will increase and be adhered where possible. Paul is strong in area of forecasting, accruals and cost control of works. Paul is also developing in programming, using P6 and learning from more experienced people in this area. Paul is committed to seeing the project progress and be involved with this iconic section of Brisbane infrastructure, whilst upholding the values of the Cross River Rail Project.		

Annual Review – Overall Performance Rating Assessment and Manager's Comments <i>Consider KPI achievement, overall role performance, commitment to the Project Vision and Values and progress made against career development</i>		Mid- Year Performance Score (1-5)

Mid-Year Review Signatures		Annual Review Signatures	
Employee Signature:	Date:	Employee Signature:	Date:
Manager Signature:	Date:	Manager Signature:	Date:
Manager's Manager Signature:	Date:	Manager's Manager Signature:	Date:

Attachment 2: Work to-do list

to-do list

FileHomeInsertDrawHistoryReviewView

CutCopyFormat Painter

Clipboard

Basic Text

Heading 1Heading 2

Styles

To Do (Ctrl+1)Important (Ctrl+2)Question (Ctrl+3)

Tags

To Do TagFind TagsOutlook Tasks

Tags

Email Page

Email

Meeting Details

Meetings

Notebooks

MeetingsTask ListForecastingQuick NotesPhotosMisc_Infrabuild Hit List

Search (Ctrl+E)

Cross River Rail

MeetingsTask ListForecastingQuick NotesPhotosMisc_Infrabuild Hit List

Personal

Aaron @ CPBContractors

Week Commencing 9/08/21 - Task List

☐

Variation to Heinrich - precast - raise RFI

☐

Reo summary - send to Heinrich

☒

Reo graphs for Seb

☐

Check couplers on back of corbel W29

☒

Fix reo & concrete register - reconcile - need to reconcile mesh & ba

☐

ECR program

☐

Materials quantity for Adrian

☐

Review suspended slab work pack

☐

Follow up on concrete repair procedure

☐

W23 - class 1 NCR

☐

Grouting of anchors - testing omission RFI

☐

Grouting of anchors - SWMS to be updated to cover cutting of anchors

☐

Put together history of infrabuild issues

☐

Freo P/O

☐

Static pump installation paperowrk

☐

Requested required documentation from Conan

☐

SWMS review

☐

Infrabuild delay letters - need back up

☐

Respond to Tom Butterworth - RFI 1990

Priority Legend

- low priority (> 4 days, long term)

- medium priority (2 - 4 days)

- high priority (1 - 2 days)

+ Add Page

WC 30/11/20

WC 7/12/20

WC 14/12/20

WC 21/12/20

WC 4/01/21

WC 11/01/21

WC 18/01/21

WC 25/01/21

WC 1/02/21

WC 8/02/21

WC 15/02/21

WC 22/02/21

WC 1/03/21

WC 8/03/21

WC 15/03/21 (Annual leave)

WC 22/03/21 (Annual leave)

WC 29/03/21

WC 06/04/21

WC 12/04/21

WC 19/04/21

WC 28/04/21

WC 4/05/21

WC 10/05/21

WC 17/05/21

WC 24/05/21

WC 31/05/21

WC 7/06/21

WC 14/06/21

WC 21/06/21

WC 28/06/21

WC 05/07/21

WC 12/07/21

WC 12/07/21

WC 26/07/21

WC 2/08/21

Attachment 3: Purchased bike

Russo, Paul

From: Church, Rory
Sent: Monday, 5 July 2021 2:34 PM
To: Russo, Paul
Subject: Bike Stuff

A few thoughts for consideration

First , congrats on the new bike. First thing I noticed is that it doesn't have a saddle bag. Also need rear light and front light and a bell. Sounds sissy for the bell, but getting a \$60 dollar fine for not having one is just plain dumb. Buy one, they \$10. Probably need to get a spare tubes, tyre levers and saddle bag, some canisters and a canister top pretty quickly. Bontrager make a very good one, (Trek just over the road have them) air rush elite for about 35. Best I have used. So good, I bought two of them. Allow 2 canisters per flat, my general rule. Long rides carry four and two tubes or rethink your tyres.

See below a few spot I get stuff from

Bike Bug

<https://www.bikebug.com/> - Good for shoes and tyres and dropping a motza on bike if you get the desire. Expect to pay \$200 plus for a half decent pair of shoes. The stiffer the better, go for a carbon sole, not a nylon filled/injected one. Prices top out around 550 to 600 for a top of the range set of BONT, Shimano or SIDI. Fizik, Specialized and North Wave are also good.

99 Bikes

<https://www.99bikes.com.au/> - Good for tyres and helmets. Like anything, you get what you pay for. 60-80 will get a decent tyre at a light weight. Puncture resistance is up to you. Good puncture resistance inevitably feels like you are riding a dead bike, low puncture resistance feels amazing, but you tired of changing tyres all the time. Lazer and MET are good. Don't buy anything \$150

Bike Kit

Scody or Neo Pro . Bib knicks are the go, feels weird to starts with, but after while, you wont ride in anything else. I have heard of the Cycle closet in Fortitude Valley, supposed to be good, but haven't bought anything from there , so cant comment.

Trek and Bontrager Gear. I have a Bontrager Velocis helmet. Bloody fantastic, ventilation is too good. Freezing in winter, will be good in Summer. Bontrager stuff is generally very good at a reasonable price.

Steer away from Amazon at all costs. I checked prices on Amazon compared to Bikebug on my holiday, upwards of 10 to 30 percent extra. When talking shoes, this is about 100 dollars.

As discussed, also have a look at getting the bike completely rebuilt. Good to know what it feels like brand new, then can help tell what is wrong when things do go wrong with it. Another thing is probably getting a bike fit. Pretty expensive (400 then parts if you need them) but worth it. Probably ride it for a bit and see if you get any massive pain, but definitely worth it.

Probably also look at bike computer. Garmin or Wahoo is the go, another 500-1000 here.

As you can see, it pretty expensive, but good fun, but saves the knees.

Have fun.

Attachment 3: Purchased bike

Regards

Rory Church

Senior Project Engineer



Corner Leopard Street and Vulture Street, Woolloongabba, QLD 4102, Australia

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E Rory.Church@cbgujv.com.au

Attachment 4: Engineers forum

Russo, Paul

From: RSVP CPB Contractors - QLD
Sent: Thursday, 21 November 2019 12:52 PM
To: Baker, Luke; Bertelsen, Michael; Bitz, Kris; Caldwell, Daniel; Catling, Kevin; Cush, Ryan; Ford, Tony; Gegg, Brendan; Helly, Keith; Hilder, Daniel; Hobson, Bill; Hutchinson, Louise; Jones, Ryan; Khire, Rajan; Kinsella, Anders; Lawless, Joshua; Le, Steven; Lee, William; Leitner, David; Lilford, Atherton; Marchand, Dominique; McDonald, Samuel; McHarg, Wade; McKnight, Claire; Parker, Luke; Petrie, Ben; Price, Brendan; Privitera, Aaron; Probert, Heidi; Probert, Ben; Ramsay, Thomas; Reddy, Garren; Richmond, Andrew; Robotham, Christopher; Russo, Paul; Singh, Manpreet; Stephen, Louis; Stoddart, Robert; Stubbings, Mitchell; Vidler, Beau; Wong, Ted
Cc: Hishon, Nicole; Raymont, Martyn; Koppa, Kaley
Subject: Feedback | Engineers Forum 2019 (November)
Importance: High

Good afternoon All,

Thank you for attending the Engineers Forum on Wednesday 20th November at Eagle Farm.

Could you please take the time to complete a survey via the provided link. All responses are anonymous and we encourage honest feedback.

<https://www.surveymonkey.com/r/25GJYXK>

Thanks in advance and enjoy your weekend

From: Sanfilippo, Vince
Sent: Tuesday, 22 January 2019 9:50 AM
Subject: Engineering Forums 2019
Importance: High

Good morning All,

This year for the first time we are offering specialist forums to focus on engineering best practice in our Business Unit. I look forward to your company as we bring our engineering staff together to share information across a program of topics relevant to your day-to-day roles.

The Engineering Forums are part of a new program of specialist events being rolled out in 2019 across key practice areas in the business, and are designed to equip our people with useful tools and best practice insights.

The schedule for each forum will include presentations from internal subject matter experts and senior leaders across the technical, project management, work-winning and functional support aspects of your jobs. The forum is an opportunity for you to hear from project delivery specialists, meet and speak with our senior

Attachment 4: Engineers forum

leadership team and enjoy the company of other discipline leaders and like-minded engineers. The event will be held at HQ in Brisbane, and will include drinks for some informal networking at the end of the day.

Due to the number of Project Engineers, Senior Project Engineers and Area Managers who work in our Business Unit, we will invite attendees in two groups, with the first group to attend in February and the second to be held in September.

Invitations to attend the February forum will be sent shortly, with invitees selected to ensure an even spread across projects and minimise disruption to business and project operations. The second invitation will be sent later in the year.

If you are unable to attend for any circumstance we will endeavour to include you in the next forum. I urge you to make the most of this worthwhile development opportunity and look forward to seeing you at one of the two Engineering Forum sessions. Please do not hesitate to speak with my Personal Assistant Natalie Jensen if you have any questions or wish to discuss.

Regards,

Vince Sanfilippo

General Manager, QLD & PNG



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A MEMBER OF THE CIMIC GROUP



Attachment 5:
Enrolment in technical
writing course



**STRONGER FUTURES
IN CONSTRUCTION**



CBGU D&C JV

PROJECT TRAINING REQUEST FORM

Training Request - 2021-07-13T12:56:02

Requested By

Name: Position:
Date:

Participants Information

Employee's Name:	Employee's Position:	Employee's Roster:
Paul Russo	Project Engineer	

☐ Insert item

Course Details

Training Category: Training Course:

Other Course (if not listed above):

Job Number:

Justification

This Training is relevant to:

- | | |
|--|--|
| ☐ Position requirement | ☐ Career development |
| ☐ Re-certification | ☐ Identified from PDP |
| ☐ Regulatory or statutory requirement | ☐ Performance improvement |
| ☒ Skills update | ☐ Personal development |

Comments/Commitments

Authorisation

I authorise this employee(s) to attend this training. I authorise the cost against the above Job Number and Cost Code. If employee(s) fail to attend the above course, the funding will not apply. Therefore, total cost will be quoted full cost plus funding.

☒ Approved

☐ Rejected

Name: Position:

Date:

Submit