



Updated April 2017

TRAINING COURSE POLICY

Australasian Dental Group supports the ongoing training and further education of our staff. Any training that is mandatory from Head Office for you to attend or arranged by or at head office will be paid for. If mandatory to attend then you will be ad your normal day's wages.

For further education for CPD Points or an interest in the course, then a request for further education form must be filled in and submitted into head office. Approval of attendance and payment of course fees will be based on a case by case situation. Head office will take into consideration various factors into the decision and will be based on qualifications, the budget of the practice, staffing at the time and the perceived benefit to the practice.

If approval has been given to subsidise the course fees, then you can choose if you wish to utilise your annual leave or take the day to attend the course without pay if we have covered the cost of the course. The Practice Manager will discuss this with you so they can inform Payroll of how to process your pay during that time.

All applications are to be sent to admin@ausdentalgroup.com to Gilda who will forward it onto upper management for approval