



P O L I C Y 1 5 O F 1 6

# Training & Competency Policy

*Real partnership. Real expertise.*

<b>Document reference</b>	SOMA-POL-15
<b>Version</b>	2.0
<b>Issue date</b>	March 2026
<b>Next review</b>	March 2027
<b>Policy owner</b>	Adam O'Neill, Director
<b>Approved by</b>	Stevie MacGregor
<b>Classification</b>	Public — available on request

**SOMA Project Controls Ltd**[www.somaprojectcontrols.com](http://www.somaprojectcontrols.com)

## 1. Purpose

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This policy sets out how SOMA Project Controls Ltd ensures that its people are competent for the work they do, and how we invest in their development — because the quality of our work depends entirely on the capability of our people.

## 2. Scope

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Applies to all employees, associates and contractors undertaking work for SOMA clients.

## 3. Principles

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- People are only assigned to work they are genuinely competent to perform.
- Competence is assessed against defined Project Controls capabilities — planning, cost, risk and QRA.
- Training is treated as an investment, not a cost.
- Nobody should be placed in a role they are not ready for without explicit supervision and a development plan.

## 4. Competency Framework

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SOMA uses a simple three-tier competency framework for each technical discipline:

- Practitioner — capable of executing defined tasks under the supervision of a Lead.
- Lead — capable of running a workstream end-to-end and reviewing the work of Practitioners.
- Expert — capable of setting methodology, challenging client assumptions and providing independent assurance.

## 5. Assessment & Assignment

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- Competencies are reviewed at induction and at least annually thereafter.
- Project assignments are matched against the relevant tier — confirmed by the Director at mobilisation.
- Where a deliberate stretch assignment is made, an explicit supervision arrangement is documented.

## 6. Training & Development

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- Every employee has a personal development plan, reviewed in quarterly one-to-ones.
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- SOMA funds professional-membership fees (APM, AACE, ICE and equivalent) where relevant.
- Each employee is entitled to a reasonable annual training budget; use is encouraged and tracked.
- Internal knowledge sharing is regular and structured — it is not optional.

## 7. Records

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Training records, certifications and competency assessments are held securely by the Director and made available to clients on request, subject to the individual's consent.

## 8. Review & Governance

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This policy is reviewed at least annually, and sooner if legislation, SOMA Project Controls Ltd's operating context or client requirements change materially. The Director is the accountable owner. Minor amendments are logged in the version-control table; material changes trigger a re-issue and fresh sign-off by the policy owner and approver named on the sign-off page.

**SIGNED & APPROVED**

# Policy Adoption & Approval

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*This policy is formally adopted by SOMA Project Controls Ltd. It is communicated to all employees, associates and, where relevant, supply-chain partners, and is available on request to clients, prospective clients and other interested parties. The signatures below record its adoption and the date from which it takes effect.*

**POLICY OWNER***Adam O'Neill***Adam O'Neill**

Director

SOMA Project Controls Ltd

**Date: March 2026****APPROVED BY***Stevie MacGregor***Stevie MacGregor**

Director

SOMA Project Controls Ltd

**Date: March 2026****Next scheduled review****March 2027**