



Staff Professional Development Policy

Responsibility for Implementation: The PEO

Authority: Approved by PEO

Date of Approval: 7 Oct 2015

Date of review: Oct 2017, Oct 2019

Next Review: Oct 2021

1 Purpose

Elite Education Vocational Institute is committed to building the capabilities, talents and effectiveness of its staff through professional development that supports the achievement of the Institute's strategic directions and the aspirations of individuals. This policy ensures that staff will develop the necessary skills, knowledge, attitudes and behaviours for the Institute to meet its requirements.

2. Scope

This policy applies to all staff members of Elite Education Vocational Institute

3. Exclusions

The policy is not retrospective. Staff members pursuing professional development activity at their own expense are not eligible for retrospective support. Some activities may be restricted to certain classifications of staff.

4. Responsibilities

The responsibility for staff development is shared by individual staff members, managers and the Institute.

- Staff members are encouraged to take responsibility for their own work-related learning and career development. They are also encouraged to assist others in their development.
- Managers are responsible for identifying, enabling and approving professional development activities based on the priority of their work unit.
- The Institute is responsible for providing opportunities, resources and tools so that staff can become competent in their roles and achieve their career aspirations.

5. Principles

5.1 Identifying Development Needs

5.1.1 A staff member's learning and development needs are primarily identified through the performance cycle and are captured in the staff member's Performance Review Plan

5.1.2 Learning and development needs can relate to technical or behavioural capabilities required for the staff member's current role or future career ambitions.



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- 5.1.3 The senior management team will analyse all staff members' development objectives and activities in their Performance Review Plan to inform design and delivery of professional development activities across the Institute that support the Institute's strategic and business planning priorities.

5.2 Approving Professional Development Criteria

The professional development activity must:

- (a). be relevant to the staff member's current role or to the functions they may reasonably be expected to perform
- (b). match and support the staff member's capability
- (c). addresses identified needs or support organisational initiatives.
- (d). be a suitable investment, considering
 - available funds
 - other staff needs
 - other cost-effective ways to meet the developmental need (on the job learning and internal development activities should be considered before exploring external developmental activities)
- (e). be transferable to the workplace.

5.3 Financial Support

- 5.3.1 The Institute may provide financial support to staff members undertaking professional development. This is a discretionary investment on the part of the Institute and is not an entitlement. The decision to provide financial support is made by the staff member's manager and the PEO.
- 5.5.2 Part-time staff may only be reimbursed on a pro-rata basis as determined by their fraction of employment (e.g. part-time staff member employed as a 0.5 full-time equivalent will be reimbursed 50% of the applicable reimbursement rate).

5.4 Time Release and Professional Development Leave

Time release should be considered in conjunction with the requirements of the work unit. Before approving a staff member's time release or professional development leave, managers should consider all other approved leave.

5.5 Career development

- 5.5.1 The Institute encourages all staff to take responsibility for their own career development. The Institute's primary focus is on assisting staff members to build competence in their current role and aims to provide staff with the opportunities to achieve their career aspirations.
- 5.5.2 The manager plays a key role in the staff member's career development by
- setting performance and behavioural expectations (what and how)
 - identifying development needs
 - providing regular feedback on the staff member's performance and development