
PROFESSIONAL DEVELOPMENT & EDUCATION POLICY

PURPOSE

supports an integrated and consultative approach to development and learning, as it is an essential part of planning, management and day-to-day working practice. Individual learning and development programs and activities are based on organisational and individual needs that are driven by strategic priorities, competency assessment, career development, and work assignments to optimise high performance. Learning and development action plans are developed through a consultative process during the formal review process and reflect an agreed alignment of organisational and individual need.

SCOPE

This policy applies to all employees of .

POLICY

is committed to providing opportunities to staff to learn and develop. We believe the benefits of Professional Development and Education are:

- To improve staff skills, knowledge, and behaviours to develop and maximise their performance in their current position, as identified in Position Descriptions.
- To develop a more highly skilled and flexible workforce;
- Acquire new competencies in response to, or in preparation for, changing job requirements or new job opportunities.
- Create a learning culture by identifying and providing opportunities for continuous learning and career development.

All employees are responsible, in consultation with their Manager for discussing their needs, developing a learning and development plan, and engaging in professional learning. Each individual at is encouraged to take advantage of learning and development to broaden their competency as well as take responsibility for their self-development and career. The personal development plans must be agreed by the employees' direct manager.

Learning and Development Activities

Learning generally focuses on skills, knowledge and behaviours directly connected to a particular position, whereas development refers to learning or acquiring competencies, which may or may not be related specifically to current responsibilities.

uses a range of activities to support learning and development and selects the most appropriate activities to meet the employees identified needs including:

- A employee induction program
- Internal and external training sessions
- Self study
- Mentoring (internal or external)
- Activities conducted by the relevant professional bodies
- Job based activities and assignments
- Establishment and development of appropriate relationships including:
 - Conferences and seminars
 - Professional memberships
- Short Courses and Formal Study Programs
 - Company provided training
 - Accreditations, certifications and professional qualifications
 - Educational assistance

Learning and Development Identification

Training, development and education needs will be identified by employees and their Manager formally (at the time of the performance review) and informally (as required). Training, development and education needs may be identified by a number of mechanisms by either management or employees (via Performance Review) by:

- Identifying organisational or productivity challenges;
 - Low productivity or high costs
 - Client needs and expectations not being met
 - Grievances or high employee turnover or absenteeism
- Analysing jobs and employees;
 - Through analysing Position specification and skills and competency fit
 - Anticipating future needs of the organisation
- Implementation of new services, technology or organisational change

Evaluation will be undertaken by direct employee feedback and management review through the Personal Action and Development Planning Process ([FOR10](#)).

Roles and Responsibilities

Employees

Employees are responsible for:

- Their career and related development
- Seeking opportunities for development and learning
- Consulting with their manager to identify learning and development goals that meet both their individual and needs
- Assisting as required with workplace training initiatives which may involve coaching of colleagues
- Creating and completing their own personal development plan
- Completing all compulsory training required by ; and
- Ensuring they complete the relevant training forms and associated documentation.

Managers

- Ensuring they work with their employees to complete their training and development plans within the required time frames
- Openly discuss their employees development needs
- Encourage learning and development activities within the workplace and support their direct reports to address development needs
- Ensuring all learning and development activities are recorded and approved correctly.

Study Assistance

encourages employees to develop their personal skills both in the workplace and through external study, and as such seeks to be pro-active in assisting employees in improving their skills where these skills will improve and broaden our service to and reward from clients.

may consider assisting employees with furthering their formal qualifications through courses that will provide a tangible benefit to the employee's role within the company. This assistance may be in the form of financial compensation and / or study assistance leave.

Also refer to Training Procedure ([PRO02](#)).
