



Continuing Professional Development for Professional Staff Policy and Procedure

1. Purpose

The purpose of this policy and procedure is to:

- encourage continuing professional development of educational and scholarly activities for Institute professional staff by providing them with the opportunity to enhance their administration, management and professional skills and to keep abreast of developments in higher education and their respective professional areas.
- support the attraction, development and retention of the best possible professional staff and assist them to achieve outstanding quality.

2. Scope

This policy and procedure applies to all Institute professional staff.

3. Definitions

Term	Definition
professional staff	means staff employed full-time and part-time (at least at a 0.6 fractional appointment) by the Institute in general or professional positions and includes ELICOS staff.
CPD	continuing professional development.
Group General Manager	is the person holding the position of Group General Manager as appointed by the Institute.
Guidelines	are the Guidelines which accompany this policy and procedure referred to in clause 6.1.
HR Director	is the person holding the position of Human Resource Director as appointed by the Institute.

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09 August 2013

04 Dec. 2018

14 Apr. 2019

10 May 2019

10 May 2019

09 May 2024

4. Policy Statement

- 4.1. The Institute recognises that continuing education will allow professional staff to:
- develop new skills and knowledge to assist with organisational change,
 - be informed of changes in higher education, government regulations, bodies and immigration, and
 - contribute to the Institute's continuing commitment to high quality work.
- 4.2. Continuing professional education will draw on both internal and external sources of expertise to lead workshops and seminars.
- 4.3. Professional staff are encouraged to attend and present at relevant internal and external staff development activities.

5. Procedure

- 5.1. Professional staff that attend or present at conferences will be awarded continuing education points on an annual basis.
- 5.2. As part of each professional staff member's annual performance review, supervisors will sight the staff member's record of participation in continuing professional education programs and the points allocated to each program. Each point equates to one hour of attendance at continuing professional education programs. A higher weighting of points will be allocated to staff who either present at a conference and/or who have a paper published in a conference proceeding.
- 5.3. The points assessed in any one year will be derived from a 3-year rolling average for the immediate 3 years prior to the staff member's annual performance review. For example, if a staff member undertakes a performance review in 2020, the continuing education points will be an average of the points accumulated in the years 2017, 2018 and 2019.
- 5.4. Each member of staff, whether casual, part-time or full-time appointees will be required to accumulate at least 5 points per annum for participation in continuing professional education related to their position and/or to the Institute. This may be in the form of seminars/workshops/ conferences conducted either internally or externally.
- 5.5. There will be at least two staff development activities each year of 5 hours in total conducted at each Institute campus. Professional staff may participate to enable their 5 points to be earned.
- 5.6. Part-time staff will be required to accumulate points on a pro-rata basis according to the fraction of their appointment.

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5.7. Each member of the full-time professional staff and part-time staff who hold at least a 0.6 fractional appointment will be provided the opportunity to participate in an external national staff development activity once every 3 years on the understanding that the activity is deemed by the HR Manager to be relevant to the position held. Staff development activities in addition to this may be supported if the activities have the approval of the staff member's supervisor. The points allocated to the staff development activity will be according to the hours of the activity. To be considered for financial support at subsequent staff activity, the staff member will need to show evidence of applying the knowledge resulting from the previous staff activity. This evidence will be provided by a written report to the HR Director.

6. Responsibilities

6.1. The Institute, through the Group General Manager, will determine the budget for funding of CPD on an annual basis. The Group General Manager will take into the consideration the Guidelines when making such determination.

6.2. Provision of CPD requires professional staff to:

- demonstrate how the learning is applied to the staff member's position;
- report or present to staff the benefits of the CPD;
- evaluate the CPD to assist in the recommendation of the activity to other staff or to improve the quality if the activity was delivered by the Institute.

6.3. The HR Director is responsible for oversight of this policy and procedure.

7. Implementation and communication

This procedure will be implemented and communicated through the Institute via:

- Announcement on the Institute's webpage.

Supporting documents and References

Guidelines for funding conference attendance.

MIT Employee Manual

Strategic Plan 2018-2022

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Guidelines for funding of CPD attendance.

On an annual basis the funding allocation will be a maximum of:

- \$400 per staff member for registration towards attendance for 5 hours of attendance/presentation at a local seminar/workshop/conference,
- in-house CPD delivered by Institute staff will be costed at \$200 per hour, inclusive of use of facilities.

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