![Australian Institute of Higher Education logo]

Staff Professional Development Policy

Policy Category	Administration
Policy Code	ADM-HE-04
Policy owner	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Approving authority	Board of Directors
Contact Officer	Registrar
Approval date	19 April 2017
Commencement date	20 April 2017
Review date	3 years
Version	2017.1
Related Documents	Staff Recruitment and Selection Policy
	Staff Recruitment and Selection Procedure
	Scholarly Activity Policy
	Scholarly Activity Procedure
	Performance Review, Management and Recognition Policy
	Performance Review, Management and Recognition Procedure

1. Purpose

This Policy expresses and supports the commitment of the Australian Institute of Higher Education Pty Ltd ('the Institute') to the ongoing professional development of its staff.

2. Principles

Key principles informing this Policy are as follows:

- that the professional development of staff is a joint responsibility shared by individual staff members, managers and supervisors, and the Institute; and
- that individual staff members are encouraged to seek appropriate developmental opportunities, both within the Institute and externally; and
- that managers and supervisors are expected to ensure access to relevant staff development activities for individuals and groups of staff

3. Context

This Policy has been developed in order to ensure that:

- all staff have the opportunity to keep up to date with recent advances or trends in their professional field, in order to meet their fullest potential.
- the quality of teaching and research at the Institute, and its professional capacity, is of the highest possible standard.

4. Scope

This Policy applies to all employees of the Institute.

5. Definitions

See the *AIH Glossary of Terms* for definitions.

6. Policy Details

6.1 Objectives

The specific objectives of this Policy are to:

- Improve the performance of staff in their current positions;
- Prepare staff to handle more senior and more demanding positions in the future;
- Equip staff with general management and people management skills;
- Ensure that all staff, permanent and sessional/ casual are resourced and developed as part of the Institute academic and administration team to be able to effectively support the Institute and its students;
- As part of the overall staffing of the Institute, to prepare for future changes and developments in the Institute and the education sector;
- Maintain staff morale and motivation;
- Obtain the best 'fit' between the individual and the Institute
- Keep updated with latest regulatory requirements for effective implementation.

6.2 Other Policies

This Policy must be read in conjunction with the Institute's *Staff Recruitment and Selection Policy, Staff Induction Policy* and *Scholarly Activity Policy*. Note that academic staff are required to undertake scholarly activity as part of their employment and professional development at the Institute.

7. Legislation

This Policy complies with Higher Education Standards Framework standard 3.2 (Staffing), which specifies that:

"The academic staffing profile for each course of study provides the level and extent of academic oversight and teaching capacity needed to lead students in intellectual inquiry suited to the nature and level of expected learning outcomes."

and 3.2.3:

"Staff with responsibilities for academic oversight and those with teaching and supervisory roles in courses or units of study are equipped for their roles, including having:
  a. knowledge of contemporary developments in the discipline or field, which is informed by continuing scholarship or research or advances in practice, and
  b. skills in contemporary teaching, learning and assessment principles relevant to the discipline, their role, modes of delivery and the needs of particular student cohorts, and

c. a qualification in a relevant discipline at least one level higher than is awarded for the course of study, or equivalent relevant academic or professional or practice-based experience and expertise, except for staff supervising doctoral degrees having a doctoral degree or equivalent research experience."

8. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Board of Directors as at April 2017 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website http://www.aih.nsw.edu.au/ under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2016-2	Registrar	Updated template	6 July 2016	6 August 2016
2017-1	Ms. McCoy	Revised content.	19 April 2017	20 April 2017