



## Staff Professional Development Procedure

<b>Policy Supported</b>	Staff Professional Development Policy
<b>Policy Category</b>	Administration
<b>Policy Code</b>	ADM-HE-04
<b>Policy owner</b>	Chief Executive Officer
<b>Responsible Officer</b>	Chief Executive Officer
<b>Approving authority</b>	Chief Executive Officer
<b>Contact Officer</b>	Registrar
<b>Approval date</b>	19 April 2017
<b>Commencement date</b>	20 April 2017
<b>Review date</b>	3 years
<b>Version</b>	2017.1
<b>Related Documents</b>	Staff Recruitment and Selection Policy Staff Recruitment and Selection Procedure Scholarly Activity Policy Scholarly Activity Procedure Staff Induction Policy Staff Induction Procedure Performance Review, Management and Recognition Policy Performance Review, Management and Recognition Procedure

### 1. Purpose

This Procedure 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. Scope

This Procedure applies to all employees of the Institute.

### 3. Definitions

See the *AIH Glossary of Terms* for definitions.

### 4. Actions and Responsibilities

#### 4.1 Role of Executive Management

The professional development function forms part of the suite of duties undertaken by members of the Executive Management team who take responsibility for the following tasks:

- Coordinating professional development activity;
- Arranging for the conduct of training courses;
- Maintaining staff professional development policies and procedures;
- Providing assistance to managers in carrying out their training and professional development responsibilities;

- Assisting in analysing professional development needs; and
- Designing and conducting professional development programs to meet specific needs.

## 4.2 Allocation of a Budget to Support Professional Development

The Institute will allocate in the annual budget an amount to fund professional development activities for both academic and general staff members. Executive Management will ensure equity of access for all staff when allocating resources for professional development.

In addition, the Institute recognises that academic staff are allocated time for research and scholarship over and above these professional development activities. The guidelines are that the Institute commits to allocating 20% of a permanent academic staff member's work time to academic scholarship and research. The **Scholarly Activity Policy** and associated Procedure outlines the types and aspect of scholarly activity which should be undertaken during this time.

## 4.3 Staff Induction

The Institute will provide a comprehensive induction program for all new staff members to ensure access to:

- information on the Institute's Mission, Goals and Strategic Business Plan; Governance, policy framework; organisational structure and core values; work health safety; and conditions of employment; and
- support, development and training in core skills or capabilities required for the carrying out of duties related to the position.

All new staff members are required to participate in the Institute's induction program. Refer to the **Induction Policy** and associated Procedure for further information. All academic sessional/ casual staff will be paid to attend the Staff Induction program.

## 4.4 Individual Professional Development Plans

An important component of staff professional development is the planning and discussion of each staff member's professional development and career development opportunities. It is recommended that each staff member develops, in consultation with their manager, a professional development and learning plan. The staff member, with the support of their manager, will actively implement the professional development plan and summarise progress and outcomes of the plan during the staff members annual performance review.

Sessional /casual academic staff have to plan and discuss their professional development and scholarly program with their relevant Course Coordinators. Funding will be allocated toward the professional development and scholarship of sessional /casual academic staff. The Institute is to be inclusive to provide equitable support and funding for all permanent and sessional academic staff.

Managers have a responsibility to ensure the effective planning, support, monitoring and implementation of individual professional development plans.

## 4.5 Monitoring Participation in Professional Development

The Institute will undertake annual monitoring and reporting of staff participation in professional development activities.

An annual report detailing the professional development activity of all staff will be prepared by the Executive Dean or nominated delegate and presented to the Academic Board.

Executive Management will prepare an annual report detailing the professional development activity of administrative and management staff. The report will be presented to the Board of Directors.

## 5. Version Control

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

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

**ATTACHMENT 1**

**Application for Funds and Leave for Professional Development**

Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Position and Role at the Australian Institute of Higher Education:

\_\_\_\_\_

Amount Applied for: \_\_\_\_\_

Description of the Professional Development Activity, Including Place and Time (for Conferences please attach the Paper accepted, if refereed please attach referee report, information about the Host institution and proof of invitation):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how the Professional Development Activity:

- Improves your performance of staff in your current positions;
- Prepares you to handle more senior and more demanding positions in the future;
- Equip you with general management and people management skills;
- Ensure that that you are (as permanent and sessional/ casual staff) resourced and developed as part of the Institute academic and administration team to be able to effectively support the Institute and its students;
- Prepare you for future changes and developments in the Institute and the education sector;
- Maintain your morale and motivation;
- Assist you maintain your 'fit' between you and the Institute.



Funds and leave approved/ not approved? Reason:

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Accounts to validate receipt of this application if approved:

(Name and Signature)

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When funds were transferred to Applicant: \_\_\_\_\_

Signed and dated: CEO or Executive Dean \_\_\_\_\_

Signed and dated: Accounts \_\_\_\_\_