



**AUSTRALIAN INSTITUTE**  
OF HIGHER EDUCATION

## **Staff Professional Development Policy**

### **Category: Administration (ADM)**

#### **1. Purpose**

The Australian Institute of Higher Education Pty Ltd (“AIH” or “the Institute”) is committed to the ongoing professional development of its staff and this policy has been developed to support this commitment. Staff professional development provides one of the key mechanisms to ensure that high quality staff are retained within the Institute and provided with the knowledge, skills and abilities to facilitate innovative, responsive and flexible approaches to their work. It also benefits individual staff members by enhancing personal mastery, proficiency and confidence through a process of continual learning.

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

#### **2. Policy Statement**

This Staff Professional Development Policy is authorised by the Executive Management to provide opportunities for all staff to keep up to date and meet their fullest potential.

#### **3. Policy Objectives**

The 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 AIH 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

#### **4. Types of Professional Development**

Professional development involves a range of formal and informal activities and may be supported in the following ways:

- Development and delivery of Institute-wide, in house professional development activities;
- Contracting of external facilitators to provide specific professional development activities;

- Approved leave to participate in professional development activities; this includes approving leave for permanent, sessional /casual staff to participate in professional development activities outside of AIH;
- Payment of, or a contribution towards, the cost of professional development activities undertaken outside of AIH;
- Advising staff of available professional development activities;
- Providing opportunities for individual development through acting in a higher position, institutional visits, on the job learning and mentoring by more senior staff;
- Attending workshops organised by government or relevant professional groups (e.g. CPA, ACPET) that relate to the higher education and international students regulatory requirements;
- Attend industry and business based seminars and workshops;
- Academic staff (permanent and sessional/ casual) undertaking professional development through scholarly activity, curriculum development, and teaching and learning related research and improvement.

## **5. Role of Executive Management**

The professional development function forms part of the suite of duties undertaken by members of the Executive Management 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.

## **6. 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. The Institute will allocate in its budget \$2200 per FTE staff member to fund professional development activities for academic and administration staff at AIH.

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

## **7. 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. All academic sessional/casual staff will be paid to attend the Staff Induction program.

## **8. 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 in accordance with areas described in Section 6 above. AIH 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.

## **9. 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 Chief Executive Officer and presented to Executive Management. The report will include data on participation rates, outcomes of participation in, and costs of professional development activities. Executive Management will in turn include a summary of professional development activity of administrative and management staff to the Board of Directors as part of its annual report.

## **10. Other Policies**

This policy must be read in conjunction with the *AIH Staff Recruitment Policy* and the *AIH Scholarly Activity Policy* as academic staff are required to undertake Scholarly activity as part of their employment and professional development at AIH.

## **11. Version Control**

<b>Policy Code</b>	ADM-HE-04
<b>Version</b>	2015.1
<b>Cumulative Version</b>	Version 8
<b>Policy Owner</b>	Chief Executive Officer
<b>Authorising Body</b>	Board of Directors
<b>Date Approved</b>	23 January 2015
<b>Next Review Date</b>	23 January 2017
<b>Relevant Stakeholders</b>	All staff

# ATTACHMENT 1

## Application for Funds and Leave for Professional Development

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

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

Position and Role at AIH 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 AIH 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 AIH.

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

List of attachments (minimum required is the information of a seminar):

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\_\_\_\_\_  
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For Office Use only:

Form Submitted to CEO on (Name and Signature)

\_\_\_\_\_

Funds and leave approved/ not approved? Reason:

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

Accounts to validate receipt of this application if approved:

(Name and Signature)

\_\_\_\_\_

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

Signed and dated: CEO \_\_\_\_\_

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