HR13 Staff Training and Development Policy

Purpose

The Organisation recognises that staff development can be an important part of the working life of its employees. It can assist with the development of individuals, teams and the achievement of the Organisations' overall strategy.

The Organisation recognises that its employees are a big part of its success as an organisation. To this end, the Organisation aims to promote employee development through training and learning opportunities, both on and off the job.

This Policy sets out what may be offered in terms of support from the Organisation.

Application of Policy

This Policy applies to all Employees employed full time or part time.

Training

The Organisation may require you to undertake specific training related to your current job, or as a prerequisite for performing a different job, eg. when you are promoted to a higher position. Such training may be carried out at the Organisation's premises or at external premises.

Training opportunities may also arise as part of your performance review. The Organisation encourages employees to come forward with suggestions for employment related training for their own development.

Attendance at any training course, required to be completed by you, is subject to the express permission of the Organisation.

How does staff development work?

Individual staff training and development needs should be discussed during the Organisation's staff development review process. The review process is designed to:

    a) encourage constructive dialogue between staff members and their supervisors;

    b) enhance the staff member's professional development;

    c) clarify job responsibilities and performance goals/expectations;

    d) establish appropriate development and performance objectives;

    e) help staff identify a possible career path for themselves;

    f) identify ways in which the organisation and/or operation might enable individuals to improve their performance;

    g) ensure that information on job performance and achievements is recorded in each staff member's employment history; and

    h) provide a basis for decisions on remuneration.

What can the Organisation offer?

The Organisation will commit an amount equivalent to 4% of the employee's base salary to professional development per annum subject to availability of funding. This amount is calculated based on the financial year. Any remaining balance does not accrue to the next period.

The Organisation may offer any of the following opportunities for staff development:

a) an induction program when you commence, to receive and understand the ways the Organisation works, including what contribution you are expected to make;

b) to receive support as you develop the competence and capability for which you have been employed;

c) to have the opportunity to develop new competencies and capabilities relevant to your employment which enhance your career prospects and lifelong learning both within and outside the Organisation;

d) to participate in the staff development review process with your supervisor, including identifying opportunities for ongoing support, an annual review of your previous development programs and identification of plans for the future;

What the Organisation Expects From You

The Organisation expects that you will:

a) develop your skills and capabilities which are aligned to the Organisations' strategy at the appropriate level, eg team or individual;

b) in partnership with your line manager, participate in staff development review process including an annual review of your past development and identification of future plans;

c) take personal responsibility to update specific expertise on a regular basis, as appropriate to the nature of your job;

d) commit to personal/professional development identified in the review process and ensure such training is undertaken prior to the next annual review;

e) contribute to team staff development where appropriate;

f) keep a record of your staff development activity.