

POLICY:	STAFF TRAINING & DEVELOPMENT
NVR Ref:	Standard 2
MCC Ref:	MCC-2S 4
Purpose	To ensure the Institute's commitment to actively encourage and promote staff training and development, optimising opportunities for all staff to increase their levels of skills and knowledge to improve the quality of workplace productivity and staff satisfaction and support the Institute's goals. Skills Victoria Service Agreement obligations, definitions & interpretations are examined and reviewed with staff.
Scope	This procedure applies to all Institute staff, except those indicated as 'exempt'.
Responsibility	The CEO will have overall responsibility for this Policy and Procedure.
Requirements	<p><u>Principles</u></p> <p>To meet the requirements of this Policy and Procedure, the Institute has adopted the following principles:</p> <ul style="list-style-type: none"> • Staff development is an essential component of the work environment and as an important part of the Institute's effort to achieve its mission; • Staff development is designed to assist staff to meet new demands through a range of developmental and skill building activities; • The responsibility for staff development is shared and lies firstly with the individual, secondly with the individual's supervisor/s at various levels and thirdly with the Institute; • Provision is made to include staff development goals, objectives, strategies and action plans in strategic plans; • Supervisors are directly responsible for the identification of training and development needs of their staff and for ensuring that such needs are addressed through the PRPD process.

<p>Requirements (cont)</p>	<p>Promoting Staff Development</p> <p>The Institute's Management Team promotes staff training and development that is aligned with the Institute's strategic directions and the review of the relevant policy.</p> <p>Staff Study Support Policy</p> <p>The Institute encourages staff to improve their formal qualifications. This may include time off from work to attend lectures and examination and is subject to approval from the CEO. Other issues will be dealt with on a case-by-case basis as determined by the CEO.</p> <p>Attendance at Short Courses and Conference Leave</p> <p>Members of staff are encouraged to attend short courses or conferences of direct relevance to the workplace. For such courses or conferences, the Institute may pay the full cost of attendance or partial cost with the staff member contributing in part.</p> <p>Such courses might aim at developing management or supervisory skills at differing levels. Attendances at conferences would be expected to add to the current professional knowledge of the staff member.</p> <p>The Institute may conduct short, work related courses and workshops, which may be conducted by Institute staff or external consultants.</p> <p>Coverage</p> <p>Staff training and development addresses applicable work related requirements of Institute staff. All staff, regardless of level in the organisation and of the location, extent, classification or nature of employment, should be given the opportunity to participate in appropriate staff training and development programs and activities.</p> <p>Decisions regarding priority of access are made in consideration of the Institute's goals and objectives and its operational units together with the requirements of the Institute's Equal Employment Opportunity, Occupational Health and Safety, and Access and Equity policies. Staff development should support and further the implementation of these and other relevant Institute policies.</p>
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Action/Method	<p>Training</p> <p>All new appointees to positions with supervisory duties will be required to undertake appropriate training, including cultural awareness, as a condition of appointment.</p> <p>The Institute will implement training for all existing staff.</p> <p>Professional Development</p> <p>As part of duties associated with teaching, non-teaching periods will generally be available for participation in professional development activities, including organising, attending and otherwise participating in seminars, lectures, conferences, short courses and release to industry with the approval of the CEO.</p> <p>Participation in recognised professional development activities may, with the approval of the CEO, be wholly or partially subsidised by the Institute.</p> <p>Study Time</p> <p>The Institute may grant study time to staff members for a higher degree, post graduate diploma, a second bachelor degree, or non-degree or other study if it is relevant to the staff member's current employment and provides a benefit to the Institute.</p> <p>Study programs may be approved where the proposed course of study is considered appropriate to the staff member's current or future career development.</p> <p>Requests for Training</p> <ol style="list-style-type: none"> 1. All staff must submit a Training and Development Request. 2. The request should be submitted to the CEO for approval. 3. At the completion of training and/or staff development activity, a designated officer will verify that all approved training and development has been completed. 4. The evidence should be placed in the employee's file together with certified copies of any awards received.
References	Training and Development Request & Authorisation

Version control**Review/ amendment history****Policy Approved by:** Chief Executive Officer**Responsible Officer:** Chief Executive Officer**Next Review Date:** July 2018

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	July 2015	No material change
4.0	July 2016	No material change
5.0	June 2017	No material change

