



STAFF PROFESSIONAL DEVELOPMENT

ADMINISTERED BY: Principle Executive Officer, Director of Studies

APPLICABILITY: All Staff

POLICY

All employees and volunteers within the organization are to be given the opportunity to access professional development programs to improve their professional and teaching qualifications. Professional development opportunities are reviewed with all staff at least once a year.

INTERNAL LEARNING OPPORTUNITIES

There is no limit to the number of internal work-related training and assessment programs an employee may undertake. It is anticipated that these will be identified and planned for during the self-appraisal process.

All employees are encouraged to attend in-house personal development training and assessment programs. FA will subsidize 100% of the internal work-related fee or work-related service for all employees after 6 months service.

This means that trainer/assessors may attend training programs that are on offer at no cost. However, these training programs can be taken up only after the scheduled working hours.

Attendance without charge at any other unit is at the discretion of the management. All trainer/assessors are required to discuss all in-house training and professional development options before attending.

The offer of training and assessment program attendance for employees is not transferable to other family members and the entitlement ceases when employment ceases.

EXTERNAL LEARNING OPPORTUNITIES

Staff is encouraged to improve their skills and qualifications by accessing appropriate training from outside organizations. It is expected the need to assess external training/professional development will be identified during the employee's self-appraisal.

FA will make every effort to support the employee in accessing training, which directly relates to their job. FA will be willing to make full or part payment to the direct cost of participation, depending on the value and direct relevance to the staff members work profile.

FA will make every effort to allow flexible work hours so attendance can be assured. All trainer/assessors must discuss with the management to ensure all arrangements have been made prior to attending or making any commitment for any Professional development.

A professional development record will be kept at FA for all training that the FA staffs have attended.



OTHER LEARNING OPPORTUNITIES

Other learning opportunities for staff include:

- Acting in a position during another's absence.
- Managing specific projects in a different area
- Working with other staff as an assistant to learn new areas.
- Acting as a mentor to another staff member and retain on staff files.
- Requesting to be included in another aspect of the business.

