

	Policy
	Policy Category: GOVERNANCE
	Date Created: November 2016
	Policy Name: Professional Development Policy

Policy and Recommended Procedure

The Centre's budget for professional development will be specified in the annual plan and will approximate 3% of direct staff costs; wages, salaries and benefits (or such other figure nominated by management in their budget).

Consideration of professional development opportunities for staff and management should be given during the preparation of the annual management plan. Major whole Centre objectives should be identified at that time.

Invitations (brochures and letters) to attend or take part in seminars, workshops, conferences will be evaluated by the management person specified herein (-----→Jayne/Vikki) and, if appropriate, will be posted on the staff notice board.

Information from the staff appraisal systems will be used to identify areas in which each individual or group will best benefit from professional development. This data along with other assessment information on the operation of the Centre will be used to identify the best opportunities.

Selection of individuals: The decisions for promotion and support of staff taking up professional development will give priority to those opportunities which are available in the near future and have the potential for the biggest positive impact on those individuals and the operation of the Centre.

Where financially and practically possible, management will ensure that there are professional development opportunities for all staff and management during the year. Allocation of professional development support should ensure that no employee is unlawfully discriminated against or unfairly advantaged.

Financial Support: The Centre may decide to support professional development by allowing time off (paid or unpaid); arrangement of relievers and or childcare; providing the Centre as a venue/organizing; providing a subsidy on fees or resources; or by the provision of a loan; transport and/or accommodation costs.

Records: A record will be kept of opportunities taken by management and staff in a professional development file and/or on their staff file and or in financial accounting reports.

Evaluation: When deciding to support professional development, management should determine and record the centre's objectives of the course/conference/workshop, on each occasion, for each person, and should evaluate (or request self-evaluations) to ensure objectives are achieved.

Authorised:	
Date:	
Review Date:	Term 2 2022
Consultation Undertaken:	