

Professional Development Policy (GC)



Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027

Document

Document Name	Professional Development Policy (GC)
Brief Description	This Policy sets out the approach of Griffith College relating to the management of professional development. This Policy relates to all ongoing staff and casual teaching staff of the College.
Responsibility	Quality and Compliance Manager
Initial Issue Date	18/05/2012
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
29/07/2022	3	Updated to reflect digitalisation of PD/Scholarly activity logging and PPP/ROAD monitoring through L&T Committee	Quality and Compliance Manager

Related Documents

Name	Location
Application for Professional Development	PDF
Professional Practice Plan Questionnaire 2022	PDF

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1 Purpose and Scope

1.1 Introduction

Griffith College recognises the importance of engaging highly skilled staff to undertake a range of roles across the College and values its workforce. Griffith College wishes to promote a culture of continuous learning and innovation. This Professional Development Policy defines the importance of and sets out the approach of Griffith College relating to the management of professional development.

1.2 Purpose

The purpose of this Policy is to recognise the importance of engaging highly skilled staff to undertake a range of roles across the College, and the need to provide opportunities for professional development to ensure that academic staff remain abreast of discipline specific scholarly activities, pedagogical advancements, industry trends and standards and to maintain currency of knowledge and for all staff to be enabled to up-skill and improve skills relevant to their roles and responsibilities.

1.3 Scope

This Policy impacts all ongoing staff and casual staff of the College.

2 Policy Statement

2.1 Key Principles

Professional Development activities should meet the needs of the College and individual, while allowing for all staff to participate in and benefit from fair and equitable opportunities which promote quality assurance in functions across the College and specifically within teaching and learning. The key principles underpinning Griffith College's approach to professional development of staff are:

- maintains and enhances knowledge, skills, and effectiveness;
- prepares staff for changing duties and responsibilities;
- motivates staff to achieve their full potential; and
- aligns with goals and expectations as outlined in the Griffith College Strategic Plan, and the individual's Performance Plan and Position Description.

2.2 Types of Activities

Training and development activities (engagement in scholarship) should be tailored to the nature of the role and may include, but are not limited to:

- seminars and workshops;
- short courses;
- conferences and networking events;
- technical skills updates;
- peer review/observation and mentoring;
- self-evaluation of performance;
- review of courses;
- sharing of good practice or innovative procedures;
- engagement in research;
- teaching at other tertiary education providers;
- job enhancement (e.g. rotation of duties, opportunity to participate in a project or act as Department representative at a regular inter-Department meeting, etc);
- courses leading to qualifications; and
- professional memberships and professional reading.

The Higher Education Standards Framework (Threshold Standards 2021) defines Scholarship as *'those activities concerned with gaining new or improved understanding, or appreciation and*

insights into a field of knowledge, or engaging with and keeping up to date with advances in the field'.

It is expected that all staff members will undertake relevant sponsored or non-sponsored training or development activity annually. Where necessary, replacement staff are appointed to accommodate absences due to regular teaching staff pursuits of professional development opportunities.

2.3 Promoting Professional Development

A nominated Program Convenor is responsible for promoting professional development amongst casual teaching staff. A range of methods have been employed:

- Teaching staff position descriptions and Letters of Offer highlight the importance of regular professional development;
- A professional development information session is included in the induction meeting which includes advise that Griffith College offers financial support on application (i.e. advice about available funding and the process by which funding can be sought);
- An email reminder is sent to all staff continuing from the previous Trimester to encourage engagement in professional development;
- Griffith College provides a number of professional development opportunities on campus, at no cost to attendees, usually relating to the scholarship of teaching and learning.

The nominated Program Convenor is responsible for prioritising training and development activities for casual teaching staff throughout the year.

All Managers of ongoing staff are responsible for ensuring professional development is undertaken annually.

2.4 Support for Professional Development

Griffith College will consider on application, a package of support which may include one or more of the following:

- Financial support;
- Leave (paid or unpaid) to attend professional development;
- Flexibility in working hours to accommodate professional development (e.g. reducing hours on one day of the week, on the condition that hours are made up on another day of the week);
- Where an ongoing employee wishes to undertake a Griffith College Diploma, the tuition fees will be waived for the first attempt at each course;
- Access to resources such as photocopying, printing, computing.

Each applicant that is approved will be notified of the nature and quantum of the support.

Support will not usually be provided where a staff member has been employed for less than six months. A staff member, who resigns from employment with the College within 12 months of receiving financial support, may be required to refund the amount received in the final 12 months of employment.

Staff applying for support for professional development are encouraged to seek flexible study options (e.g. on-line study; night classes) where available, to avoid the need for time off during normal working hours.

2.5 Application for Development Activities

2.5.1 Ongoing Staff

All applications for development should be discussed with the staff member's manager in the first instance and, where possible, be incorporated into a staff member's performance plan. Applications should be submitted no less than six weeks prior to the commencement of the training.

Any ongoing staff member wishing to undertake a development activity should complete an Application for Professional Development and submit it to their manager. The application should outline the objectives and/or benefits expected to be gained from the activity for Griffith College and the individual. The application will be considered, and if supported by the applicant's manager, forwarded with a recommendation to the College Director & Principal, for approval. Application outcomes will be shared with applicants by their manager. Training and development activities should not be booked / confirmed until approval has been provided, unless the applicant wishes to take full responsibility for the activity regardless of College support.

Training and development activity that extends beyond one Trimester (e.g. University or TAFE study), or one single activity (e.g. one-off training course), requires re-application for subsequent support.

2.5.2 Casual Teaching Staff

Any casual teaching staff member is eligible to apply for funding for professional development through a competitive process, which considers applications in light of:

- academic benefits of the proposed activity to the College, its students and the staff member;
- relevance to the discipline taught at Griffith College;
- relevance to the Scholarship of Teaching and Learning;
- relevance to the level of responsibility;
- staff development priorities informed by student evaluations and the learning and teaching goals of the College;
- financial and resource constraints.

Staff members wishing to undertake training and development activities should complete an [Application for Professional Development](#) by the end of week 4 of each Trimester and submit this to the Program Convenor. The application should outline the objectives and/or benefits expected to be gained from the professional development activity for Griffith College and/or for the individual. The application will be considered, and if appropriate approved, by the Academic Director. Applications are normally approved for a single activity, or a single Trimester of study to allow for changes in business needs. In the case of support for university study, for example, staff will be required to reapply for a subsequent Trimester of study.

2.5.3 Payment of Development Activities

Unless otherwise advised, payment (or part payment) of tuition fees is on the basis of reimbursement, once Griffith College has been provided with evidence of successful completion of the course. Courses that are failed, or withdrawn after census date, will not be reimbursed. Staff members are responsible for making the payments to the education / training provider. Anyone found to have misused their financial support, or misrepresented their claim for financial support, will have their approval revoked and financial support will be deducted from their College remuneration and disciplinary action may be taken as a breach of the Staff Code of Conduct.

Financial support provided for other types of activities will be decided on a case-by-case basis and notified to the staff member at the time of approval.

In all cases, an expense claim must be lodged for reimbursement.

2.5.4 Recording of Development Activities

Griffith College has an online Professional Development Log, accessed via the Griffith College Portal, for staff to record their development activities. It is a condition of employment that staff ensure the log maintains currency. Griffith College monitors the Professional Development log to ensure that staff are engaging in professional development activities. Development activities and needs are also discussed during each staff member's annual performance review. Information gained from the Professional Development Log is also used to monitor trends and inform future training and development activities.

2.5.5 Monitoring and Evaluating of Professional Development and/or Scholarly Activities

In instances where Griffith College facilitates a training or development opportunity, feedback will be sought from participants on the value of the activity. The results obtained will be used to inform future training and development activities.

3 Responsibilities

Responsibility	CDP	QCM	AD	DSAS	PC	AB	L&T	DMA	All
Maintain currency of policy	A	R	C						I
Monitor PD log engagement through annual Staff Review Meetings	A				R	I			
Provide regular reports on PD activity to Governing Body		R	A		C				
Ensure ongoing monitoring and evaluation of planned activities recorded in ROAD for teaching staff		C	A			I	R		
<p>CDP = College Director & Principal, QCM = Quality & Compliance Manager, AD = Academic Director, DSAS = Director, Student & Academic Services, DMA = Director, Marketing & Admissions, AB = Academic Board, All = Staff, PC = Program Convenor, PAC = Program Advisory Committee, L&T = Learning & Teaching Committee</p> <p>R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed</p>									

4 Compliance

4.1 General

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The Manager, Quality & Compliance will ensure staff are informed about this Policy and procedure through staff meetings, email communications and compliance inductions for new staff.

The Academic Board will receive reports at each meeting to inform the prior trimester Professional Development activities and Scholarly Activity.

The Learning & Teaching Committee shall monitor academic staff progress against 'ROAD' as approved by relevant Program Convenors.

4.2 Relevant Legislation

Higher Education Standards (Threshold Standards) 2021:

- 3.1.2: Course Design
- 3.2.3: Staffing
- Part B: Scholarship directly associated with informing teaching and learning, including disciplinary scholarship.

4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

4.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Quality & Compliance Manager	Policy Hub	Permanently with control in place for revisions	Policy Hub archive

4.5 Process Flowchart for Professional Practice Plan (Academic Staff)

Professional Practice Plan (PPP) Workflow

