



Staff Professional Development Process and Guidelines

Version: CDUUC30/2006/1

Approved:
Date:

Administered: People Management & Development

Next Review: 31 December 2007

Purpose:

To provide staff with information on their entitlements under Clause 30 of the Charles Darwin University Union Collective Agreement 2006-7

Attributes:

This process includes the following:

1. General Information
2. Study Time Release
3. Staff Study Reimbursement Scheme

1. General Information

	1.1.1	Staff professional development is an integral part of workplace management. Employees have an obligation to add value to the institution and themselves. The University will take what reasonable steps are necessary in the area of programs and guidance to support staff professional development in order to facilitate this.
	1.1.2	The University, in consultation with the Staff, will develop over the course of this Agreement an approach to professional development that best addresses the needs of the institution and its staff members. Principles that will underpin the approach to professional development include:
	1.1.2.1	The University must maintain quality programs, in line with requirements set out by, for example, AQTF and AUQA. Staff professional development is essential for this.
	1.1.2.2	Professional development is necessary to meet legislative requirements in areas such as HSE and EEO.
	1.1.2.3	Development of programs must be informed by a broad gap analysis of the competencies and approaches to staff professional development and management that currently exist in the institution and those competencies and approaches to staff professional development and management that are necessary to pursue University strategic directions and goals in an expeditious fashion.
	1.1.2.4	Staff professional development must be aligned with the CDU Competency Framework and have some obvious linkage to support of University strategic directions and goals.
	1.1.2.5	Staff professional development programs are organised centrally through People Management and Development to achieve economies of scale across the organization.
	1.1.3	Requests for professional development in line with the above principles will not be unreasonably refused. The approval for participation in staff professional development activities must be given by the staff member's supervisor, and must accommodate the needs of the broader workgroup. Relief from duties for the purposes of training and development will be arranged locally as and when possible and appropriate.
1.1.4	The University's greatest asset in achieving its mission is its staff, both Academic and General. The University seeks to achieve excellence through encouraging effective communication focusing on both the personal, academic and professional needs of all staff members and the needs and goals of the University.	

	1.1.5	The principal aim of the University's Staff professional development process is to support the goals and objectives of the University as expressed in Strategic Directions. Staff professional development encompasses both training related to the immediate needs of the workplace and activities which enable staff members to develop their potential and to be prepared for future opportunities.
1.2 Definitions	1.2.1	'Staff' : Includes employees who are continuing, fixed term, part-time and casual.
	1.2.2	'Staff professional development' : Any activity which contributes to the extension of skills, knowledge and expertise of staff and better equips them to contribute more effectively to the furtherance of the University's goals.
	1.2.3	'Staff professional development activity' : Staff professional development covers a range of both formal and informal activities.
	1.2.4	'Resources' : Funds, staff, time, facilities, equipment.
1.3 Staff Professional Development	1.3.1	Staff professional development, in some form, is available to all University staff.
	1.3.2	Staff professional development is a shared responsibility, demanding commitment and resources from both the individual staff member and managers of cost centres.
	1.3.3	Participation in staff professional development may at times be required for operational reasons and to address equal opportunity, industrial and legislative requirements.
	1.3.4	Responsibility for staff professional development rests with the cost centre manager.
	1.3.5	Staff professional development opportunities are made available on an equitable basis considering the benefits for individual staff members, cost centres and the University.
	1.3.6	Staff professional development has broad extension and employs a wide and flexible variety of approaches.
	1.3.7	A proportion of each cost centre's funding is provided for staff professional development expenditure: this should be reflected in the approved budget.
	1.3.8	Staff professional development is linked to the annual strategic planning cycle, so cost centre staff professional development activities are to be reported against the cost centre's operational plan.
	1.3.9	Staff professional development is linked to other components of the University's practices and quality processes: <ul style="list-style-type: none"> • Performance management; • Code of Ethics; • Performance development and review system; • Promotions; • Recruitment/selection, including probation; • Equal employment opportunity; • Affirmative action; • Code of Practice for University Teaching; • Student's Policy • Quality assurance.
1.4 Objectives	1.4.1	To emphasise the University's strategic themes, with particular reference to quality, client focus, leadership, integration of VTE and Higher Education, cultural awareness, internationalisation, learning and teaching skills, health safety and environment, and the University's identified niche areas.
	1.4.2	To provide new staff members with orientation to their work area and the

		University through a coordinated induction program.	
	1.4.3	To ensure relevant staff professional development activities are accessible by and available to all members of the University.	
	1.4.4	To ensure the staff professional development objectives in Strategic Directions are implemented and updated.	
	1.4.5	To assist staff members in adjusting to technological and organisational change.	
	1.4.6	To improve the scope and depth of leadership and management skills, knowledge and understandings.	
	1.4.7	To encourage job satisfaction.	
	1.4.8	To encourage all staff members to achieve continuous improvement in their work.	
	1.4.9	To encourage all staff members to expand, develop and use their skills and abilities.	
	1.4.10	To improve opportunities for career advancement.	
	1.4.11	To ensure implementation of equal employment opportunity and affirmative action principles.	
1.5 Roles and Responsibilities	1.5.1	Staff Professional Development Reference Group	
	1.5.1.1	The University's Staff Professional Development Reference Group has overall responsibility to advise the Vice-Chancellor on the process aspects of staff professional development.	
	1.5.1.2	The Reference Group comprises Executive Director, Corporate Services, Leader, Teaching and Learning Development Group, Dean, Faculty of Education, Health and Science, Dean, Indigenous Research and Education, Director, Strategic Planning, Deputy Vice Chancellor, Teaching and Learning, Deputy Vice-Chancellor, Research and Institute of Advanced Studies, Pro Vice Chancellor, Community and Access, Executive Director, Business Development, Manager, Staff Professional Development (Chair)	
	1.5.1.3	The Reference Group is responsible for:	
	1.5.1.3.1	Maintenance and development of the University's process on staff professional development;	
	1.5.1.3.2	Promotion of the organisation's approach to staff professional development;	
	1.5.1.3.3	Approval of the University staff professional development homepage;	
	1.5.1.3.4	Monitoring feedback from cost centres on staff professional development activities in their annual staff professional development reports;	
	1.5.1.4	The Committee will not involve itself in the organisation and conduct of staff professional development programs; this responsibility lies with People Management and Development.	
	1.5.2	Cost Centre Managers	
1.5.2.1	Cost Centre Managers are responsible for addressing staff professional development in the management of their cost centres and in their strategic planning. Staff professional development activities should be linked to the achievement of the area's strategic goals. Cost centre managers are expected to:		
1.5.2.1.1	Identify staff professional development needs in their staff and encourage their participation in appropriate ways;		

		1.5.2.1.2	Encourage staff members to apply for and under-take programs that assist in the achievement of the cost centre's strategic goals and to aid the individuals in their development.
		1.5.2.1.3	Provide resources to support staff professional development – funding should be allocated in a manner which recognises the needs of both academic and general staff and the staff professional development impact of EEO and AA principles for access to staff professional development.
		1.5.2.1.4	Set, review and communicate priorities and resource allocation to all staff; and
		1.5.2.1.5	Report annually on their staff professional development programs and expenditure, noting the extent to which all cost centre members have been involved.
	1.5.3	Immediate Supervisors	
		1.5.3.1	Immediate Supervisors are directly responsible for the identification of development needs of their staff and for ensuring these needs are addressed appropriately in line with organisational goals and objectives and:
		1.5.3.1.1	In consultation with cost centre managers and within the performance management framework, plan appropriate training and development activities;
		1.5.3.1.2	Alert cost centre managers to staff professional development needs that are apparent in their areas of supervisory responsibility;
		1.5.3.1.3	Facilitate participation by staff members;
		1.5.3.1.4	Encourage all staff members to provide input into the staff professional development component of the cost centre's operational plan;
		1.5.3.1.5	Organise staff professional development activities and/or training that is specific for their staff or to their area;
		1.5.3.1.6	Review Position Profiles, policies and work practices regularly to ensure staff are able to obtain job satisfaction and are able to apply and develop skills and knowledge to the fullest; and
		1.5.3.1.7	Identify and utilise expertise already available within the cost centre.
	1.5.4	Individual Staff Members	
		1.5.4.1	Individual Staff members are directly responsible for the development of their own work-related skills and knowledge and to:
		1.5.4.1.1	Identify and nominate relevant staff professional development activities in consultation with their supervisors and within the performance management framework;
		1.5.4.1.2	Devise their own development plans to meet those requirements;
		1.5.4.1.3	Seek opportunities to apply the knowledge and skills learnt through staff professional development activities;
		1.5.4.1.4	Discuss their development plans with their supervisors

				with a view to agreeing a general program and level of involvement for a suitable planning period; and
			1.5.4.1.5	Provide evaluation/feedback on activities and programs in which they participate.
			1.5.4.1.6	Individual staff members may offer or be asked to contribute time and/or funds when attending programs.
1.6 Implementation / Induction	1.6.1	The University's induction program is intended to provide a guide for supervisors regarding their responsibility to ensure that adequate assistance and support is given to new staff within their work area. The program provides a framework for supervisors to help in giving new employees a positive impression about their work and their relationship within their immediate work area and the University. Inductions should be varied to suit the needs of each staff member and the organisation.		
	1.6.2	The Cost Centre Manager is responsible for ensuring that: new staff members are provided with a planned induction to the workplace;		
		1.6.2.1	That probationary supervisors carry out the functions outlined in the applicable Probation Process. The full induction program is outlined in the People Management and Development Induction Process, available on the web.	
1.7 Staff Professional Development Programs	1.7.1	Information on courses, workshops etc is available to all staff through the University's staff professional development homepage. A number of processes relevant to staff professional development are listed below. Individual cost centres have considerable flexibility in determining their staff professional development activities within the framework and constraints of area operational plans.		
	1.7.2	Areas may consider the following options:		
		1.7.2.1	Curriculum related staff professional development;	
		1.7.2.2	Informal on-the-job training;	
		1.7.2.3	Professional Development Leave;	
		1.7.2.4	Return to Industry;	
		1.7.2.5	Staff Professional Development Leave for General Staff	
		1.7.2.6	Study time release (General Staff)	
		1.7.2.7	Conference Leave	
		1.7.2.8	Staff Exchange	
		1.7.2.9	Secondments both within Charles Darwin University and to another employing institution;	
		1.7.2.10	Workshops, seminars, short courses;	
		1.7.2.11	Shadowing / mentoring arrangements;	
		1.7.2.12	Cultivation of personal networks;	
		1.7.2.13	External staff professional development programs e.g. AVCC Leadership programs, CUTSD;	
1.7.2.14	Innovative teaching opportunities which may be promoted by the Teaching and Learning Development Group.			

2. Study Time Release		
2.1 Eligibility	2.1.1	This guide applies to all continuing, fixed term and part-time staff.
	2.1.2	Subject to the discretion of the Vice-Chancellor or delegate, employees may be permitted to attend approved and recognised educational courses up to a maximum of five hours each week during normal working hours, if such study is deemed to be beneficial to their work at the University.
2.2 Study Time	2.2.1	Study time is calculated to a maximum of five hours per week each semester, and normally excludes mid-semester breaks and revision periods.
	2.2.2	Leave to attend compulsory vocational schools, which form part of any approved course, may be granted on full pay, but without traveling expenses, at the discretion of the Vice-Chancellor or other employee authorised by the Vice-Chancellor.
	2.2.3	Study time will only be granted to staff where the timetabling of relevant units requires the staff member to attend lectures/tutorials during their normal working hours. To obtain five hours per week study time, staff must be undertaking at least the equivalent number of contact hours during normal working hours each week.
	2.2.4	Study time will not be provided for the purpose of repeating a subject for which study time has previously been provided.
	2.2.5	Study time is not an automatic entitlement, therefore, staff may be required to make up some or all of the study time granted during normal working hours.
	2.2.6	Study time may be provided for exam attendance where the examination is scheduled during the staff members' normal working hours.
	2.2.7	Accredited educational courses include all Higher Education and VTE courses.
2.3 Applications	2.3.1	Staff members seeking study time will be required to complete an application form and submit it to their Manager for comment prior to forwarding it to their Cost Centre Manager for approval. In the context of this Process, Cost Centre manager equates to Vice-Chancellor, Deputy or Pro Vice-Chancellors, Deans and Directors.
	2.3.2	Applicants must attach to their application, either a copy of the relevant timetable, or handbook entry for residential schools.
	2.3.3	All applications for Study Time, whether approved or not, must be forwarded to Staff Professional Development, People Management and Development for record keeping and reporting purposes.
	2.3.4	Staff members who have been granted study time must provide People Management and Development with a copy of their results by 31 July for units undertaken in First Semester and 31 January for units undertaken in Second Semester.
2.4 Guidelines for Supervisors	2.4.1	As an educational institution, the University wishes, as far as possible, to support study to a first degree. The University believes that degree level study supports the acquisition of a range of generic skills such as basic research, report writing and communication, where are likely to benefit the performance of all staff members.

	2.4.2	Courses up to first degree must be relevant to the applicant's employment within the University and the needs of the University.
	2.4.3	For courses additional to or above first degree level, study time will only be approved if the course is directly relevant to the employee's current employment and the needs of the University.
	2.4.4.	Approval of any subsequent application for study time will be dependent on the achievements of applicants during previous periods of study time
	2.4.5	Cost Centre managers are required to ensure that study time is granted on equal opportunity principles.
	2.4.6	Where the number of staff within a particular Cost Centre seeking study time is greater than the number for which suitable arrangements is possible, supervisors should establish a clearly understood mechanism for study time allocation. Such mechanisms should take into account the Cost Centre's priorities and equity considerations.

3. Staff Study Reimbursement Scheme			
3.1 Eligibility	3.1.1	Staff members employed on the following basis are entitled to claim reimbursement under this scheme:	
		3.1.1.1	Continuing appointments; or
		3.1.1.2	Current fixed-term appointments of 3 or more year's duration; or
		3.1.1.3	Employment with the University for the past three years with the likelihood of being offered further employment.
		3.1.1.4	Staff member must be either an Australian citizen, permanent resident or New Zealand citizen to be eligible for HECS
	3.1.2	Applications for the Staff Study Reimbursement Scheme can only be made where the staff member has paid the up-front fees for the relevant units.	
	3.1.3	Staff members are required to select courses where the provider is Charles Darwin University. Courses delivered by external providers will only be considered if it is not offered by Charles Darwin University.	
	3.1.4	Reimbursement may be claimed for HE and VTE courses that are:	
		3.1.4.1	Undergraduate, or, postgraduate courses by coursework conducted by the University and are Commonwealth Supported liable;
		3.1.4.2	VTE courses that are Government supported, plus courses from the TAA04 Training and Assessment training package;
		3.1.4.3	Relate to the staff member's present or prospective position within the University.
	3.1.5	The reimbursement rate shall be based on the following formula and only be paid upon successful completion of each unit:	
		3.1.5.1	For full-time staff, the contribution for a unit of study within a Commonwealth Government Supported Course will be the annual HECS discounted rate; and
		3.1.5.2	For full-time staff, the contribution for a unit of study with a NON Commonwealth Government Supported Course will be 60% of the fees incurred.
		3.1.5.3	Part-time staff will be paid on a pro-rata basis.
	3.1.6	Commencing from Semester 1, 2007 Repayment of professional development costs are applicable to all staff that cease employment within 2 years of completing the relevant study units and will be deducted from the termination pay according to the following table. Amounts exceeding the termination pay will be repayed on terms agreed to between People Management and Development and the staff member.	
3.1.6.1		Less than 12 months	75% of all costs
3.1.6.2		More than 12 months but less than 24 months	50% of all costs
3.1.6.3		More than 24 months	Nil
3.2 Approving	3.2.1	The delegation for initial approval of claims under 12.4.3 (iii) above rests with the staff member's Dean/Executive Director/Director/Deputy Vice Chancellor/Pro Vice-Chancellor. There is no right of appeal against the decision of the Dean/Executive Director/Director/Deputy Vice Chancellor/Pro Vice-Chancellor.	
	3.2.2	Final approval rests with the Vice-Chancellor (HE) and Director, People Management and Development (VTE) and there is no right of appeal.	
	3.2.3	The delegation for authorising payment of claims for reimbursement rests with the Director, People Management and Development.	
	3.2.4	Claims for reimbursement of HECS contributions may only be lodged following:	
		3.2.4.1	Successful completion of the unit(s) as evidenced by the transcript of results; or

	3.2.4.2	Reimbursement will not be made to staff members who either resign or submit their resignation prior to lodging their claim for reimbursement.
	3.2.4.3	Staff members are responsible for paying the up-front fees for units to be studied in the semester.

3.3 Applications	3.3.1	Staff members intending to claim reimbursement must apply to their Dean/Executive Director/Director/Deputy Vice-Chancellor/Pro Vice-Chancellor for approval by 31 March (for units studied in Semester 0, Study Period 4, Semester 1, and study period 1) and/or by 31 August of the year of study (for units studied in Semester 2, study period 2 and Semester 3).
	3.3.2	The Dean/Executive Director/Director/Deputy Vice-Chancellor/Pro Vice-Chancellor completes the 'Approval' section of the form and returns the form to the applicant.
	3.3.3	The applicant must then forward the approved application, together with a copy of the SATAC approval, Performance Development and Review Plan, Position Description and Statement of Relevance of the Study from the Cost Centre Manager to Staff Professional Development, People Management and Development.
	3.3.4	On successful completion of the unit(s) the applicant submits a copy of the transcript of results, receipt of payment of fees, enrolment and fees advice and the Claim for Payment form to Staff Professional Development, People Management and Development. Submissions should be by 31 July or 31 December following the semester that the claim has been lodged.
	3.3.5	In the event that the units approved by the Dean/Executive Director/Director/Deputy Vice-Chancellor/Pro Vice-Chancellor exceed the annual budget allocation, the Deputy Vice-Chancellor, Teaching & Learning will convene a small committee to rank applications in order of their academic merit. There will be no right of appeal against the decisions of the Committee.
	3.3.6	Reimbursement will be made via direct deposit into the Staff member's bank account.
	3.3.7	The Scheme will be reviewed during the budget round each year.

Acronym	Name
AA	Affirmative Action
AQTF	Australian Quality Training Framework
AUQA	Australian Universities Quality Agency
AVCC	Australian Vice-Chancellors' Committee
CUTSD	Committee for Staff Development and University Teaching
EEO	Equal Employment Opportunity
HECS	Higher Education Contribution Scheme
HSE	Health Safety and Environment
VTE	Vocational Technical Education