

# Staff - Professional Development Policy

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## INTRODUCTION

The University recognises its greatest asset in achieving its strategic objectives is its staff and that professional development contributes to personal job satisfaction, workplace productivity, reward and recognition. Continuous professional development and learning are necessary to attract and maintain the quality of high-calibre professionals capable of leading the University into the future with continued readiness and ability to contribute effectively to the achievement of strategic goals of the University.

In accordance with the [Charles Darwin University and Union Enterprise Agreement](#), the University is committed to the providing a supportive and rewarding environment for staff members to increase performance effectiveness in presently held positions, as well as to encourage staff members to obtain skills, knowledge, and abilities, which may improve opportunities for career advancement within the University.

## STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) part 3, section 15.

## COMPLIANCE

This is a compliance requirement under the [Charles Darwin University and Union Enterprise Agreement](#).

## INTENT

This document outlines to all staff members, both academic and general, the principles that underpin Staff Professional Development while encouraging and supporting staff members to pursue professional and career development as an integral component of employment with the University.

## RELEVANT DEFINITIONS

In the context of this document

**Career development** means the process of enabling staff members to plan and engage in career development activities that will improve staff members career prospects and job progression or promotion;

**Career management** means the process of actively planning, managing, developing and evaluating staff members' careers;

**DeveloPD** means the University's online learning portal for the flexible delivery of e-learning courses with the provider SkillSoft;

**Organisational unit** means school, centre or other academic unit; a department, or other administrative unit within the University;

**Performance Development Review System (PDRS)** means the University's formal discussion and feedback process that all staff members (excluding casual staff and staff with a contract of less than one year) are required to participate in at least twice a year. Discussion and feedback is between staff members and

relevant managers and based on a clear statement of work goals and performance expectations across the staff member's role and responsibilities.

**Professional development** means any activity which contributes to the extension of skills, knowledge and expertise of staff members that better equips staff members to contribute more effectively to the advancement of the University's goals; and

**Professional development programs** mean a range of both formal and informal professional development activities that broaden the scope of professional capabilities of staff members in relation to current roles and responsibilities;

- Formal professional development programs that lead to a national qualification issued in the Higher Education (HE) or Vocational Education and Training (VET) sector and are recognised under the Australian Qualifications Framework (AQF). They must be relevant to the staff member's current position or career and have significant value to both the individual and to the University; and
- Informal professional development programs are normally from half a day to five (5) days in length, run on consecutive days or over a period of time, may be offered by an external provider and would not normally lead to a qualification under the AQF;

**Senior Executive** means a staff member of the University holding the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor or Chief Financial Officer or equivalent;

**Senior Manager** means a staff member of the University holding the position of Director or Head of School or equivalent; and

**Staff member** means anyone employed by the University and includes all continuing, fixed-term, casual, adjunct or honorary staff or those holding University offices or who are a member of a University committee;

**Special Studies Program** means an agreed plan of professional development activities during which a staff member is not expected to undertake normal University duties and is paid his or her normal salary, wages or entitlements;

**Study leave** means paid study leave for staff members to attend an approved formal or curriculum related course of study. This includes lectures, tutorials, workshops, examinations and for similar purposes up to five (5) hours per week including travel time; and

**Staff Study Reimbursement Scheme** means the financial assistance provided to staff members who successfully complete Higher Education (HE) or Vocational Education and Training (VET) courses/units related to their current or prospective employment within the University. Approval must be sought prior to undertaking any formal or curriculum related professional development.

## POLICY

The University is committed to providing staff members, with:

- The opportunity to develop capabilities that complement the University and organisational unit's strategic goals;
- The opportunity to develop a career plan and participate in career development activities that extend and enhance the staff member's capabilities and capacity for advancement within the University; and

- Equity of access to professional development opportunities.

Professional development is a shared responsibility, demanding commitment and resources from both the individual staff member and the staff member's relevant organisational unit. Professional development needs and opportunities will primarily be identified through the staff performance cycle and captured in the staff members [Performance Development Review System \(PDRS\)](#).

## Principles

The Staff Professional Development Policy is based on the following principles:

- Professional development activities should contribute to the achievement of the University's [Strategic Plan](#);
- The University's Performance Development Review System (PDRS) processes are the primary means of identifying and addressing the learning and development needs of staff members;
- Professional development is an appropriate form of work activity that must be accessible by, and available to, all staff members;
- University and organisational unit strategic and operational plans provide high-level priority and specific focus areas for professional development activities;
- Some professional development activities may be mandatory as a consequence of the [Charles Darwin University and Union Enterprise Agreement](#), legislation and/or University governing documents;
- Professional development activities may assist a staff member in adjusting to technological and organisational change;
- Permanent staff members and those employed on fixed-term contracts are eligible for staff professional development. Access and participation by staff members will be based on identified needs and must be equitable;
- Professional development is a responsibility shared by individual staff members, supervisors, managers and organisational units; and
- Professional development activities should encourage a staff member to expand, develop and utilise his or her skills and abilities for the advancement of the University.

## Staff Professional Development Programs

Professional development activities should relate closely to the goals set out in the University's Strategic and Operational Plans, to the needs of the staff member's organisational unit, and to the objectives of the staff members PDRS.

Staff professional development information may be found at the Office of People and Capability website. University professional development activities include, but are not limited to:

- [Staff – Special Study Program Procedures](#)
- [Staff - Study Reimbursement Scheme Procedures](#);
- [International Conference Funding](#);
- [Staff - Return to Industry Leave Procedures](#);
- [DeveloPD on-line courses](#);
- Staff Exchange; and
- Internal transfers within the University or secondment to another employing institution.

Additional professional development opportunities that may be available through the staff member's organisational unit include, but are not limited to:

- Conference Funding and/or Leave;
- Workshops, seminars, short courses that not lead to a qualification;
- Shadowing/mentoring arrangements; and
- Cultivation of personal networks.

## Orientation

As part of the University's commitment to ensuring that staff members are provided with opportunities for professional development and are informed about matters related to health, safety and workplace behaviours in accordance with the relevant legislations, all staff members, including sessional and casual staff, are required to complete the compulsory [training workshops](#) listed below:

- Cross Culture Training;
- Fire Awareness and Emergency Evacuation;
- Ergonomics in the Workplace; and
- Equal Opportunity.

## ESSENTIAL SUPPORTING INFORMATION

### Internal

[CDU and Union Enterprise Agreement](#)

[Equal Opportunity Policy](#)

[Human Resources Policy](#)

[Performance Development Review System \(PDRS\) Planning Form](#)

[Performance Development Review System \(PDRS\) User Guide](#)

[Staff - Return to Industry Leave Procedures](#)

[Staff - Special Study Program Procedures](#)

[Staff - Study Reimbursement Scheme Procedures](#)

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017	<b>Next Review:</b>	Jul 2017
<b>Sponsor:</b>	Deputy Vice-Chancellor, Operations		
<b>Contact Officer:</b>	Director, People and Capability		

Version	Date Approved	Approved by	Brief Description
1.00	1 Jan 2006	Vice-Chancellor	Creation of original document and upload to CDU website.
1.01	25 Aug 2011	Governance	<ul style="list-style-type: none"> <li>• Converting document from process to current procedure template including changing title from Staff Professional Development Process and Guidelines to Staff Professional Development Procedures.</li> <li>• Addition of introduction, relevant definitions, essential supporting information' hyperlinks.</li> <li>• Amend People Management and Development to Office of Human Resource Services to reflect title change</li> <li>• Minor changes to spelling, grammar and formatting.</li> <li>• Amend VTE to VET to reflect title change</li> <li>• Amend TAA 04 to TAE to reflect new training package title</li> <li>• Remove information about NZ citizen's eligibility for HECS as no longer correct.</li> <li>• Amend Deputy Vice-Chancellor Teaching and Learning to Senior Deputy Vice Chancellor to reflect title change.</li> <li>• Amend Dean to Pro-Vice Chancellor to reflect title change.</li> <li>• Insert term Senior Executive to cover titles of VC, PVC, DVC, ED</li> <li>• Amend Strategic Directions to Strategic Plan to reflect title change.</li> <li>• Amend Faculty of Education, Health and Science to Engineering, Health, Science and the Environment to reflect tile change.</li> <li>• Amend Dean Indigenous Research and Education to PVC, Indigenous Leadership to reflect title change.</li> <li>• Amend Director Strategic Planning to PVC Strategy and Planning to reflect role responsibility change.</li> <li>• Amend Deputy Vice-Chancellor, Research and Institute of Advanced Studies to DVC Research and International to reflect title change.</li> <li>• Amend Pro Vice-Chancellor, Community and Access to PVC Learning, Teaching and Community Engagement to reflect role responsibility change.</li> <li>• Amend Executive Director, Business Development to ED Finance and Asset Services to reflect role responsibility change.</li> <li>• Delete Manager, Staff Professional Development, as position no longer exists.</li> </ul>
2.00	21 Mar 2012	Vice-Chancellor	Major review of document including changing document from procedure to policy template

3.00	2 Jul 2014	Vice-Chancellor	<p>Major review of document</p> <ul style="list-style-type: none"> <li>• Amend PVC Strategy and Planning to Chief Operating Officer to reflect role responsibility change.</li> <li>• Amend ED Finance and Asset Services to Chief Operating Officer reflect role responsibility change.</li> <li>• Amend ED Corporate Service to Deputy Chief Operating Officer reflect role responsibility change.</li> <li>• Amend definition of PDRS in line with definition used across all Governing Documents</li> <li>• Minor syntax improvements, sentence structure</li> <li>• Removed the following sections as they are procedural not Policy <ul style="list-style-type: none"> <li>○ Removed Professional Development Programs Funded by Cost Centre and Curriculum Related Staff Professional Development;</li> <li>○ Removed Approved Courses of Study contained in Staff Study Reimbursement Scheme Procedures</li> <li>○ Removed Study Leave and Eligibility for Staff Study Reimbursement contained in Special Study Programs Procedures</li> <li>○ Removed Roles and Responsibilities</li> </ul> </li> </ul>
3.01	01 Feb 2016	Governance Administrative Update	Amend Policy document name from Staff Professional Development Policy to Staff - Professional Development Policy
3.02	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>• Conversion to new Governance template due to new University branding</li> <li>• Updated definitions</li> <li>• Updated hyperlinks</li> <li>• Amended Office of Human Resource Services website to Office of People and Capability Website</li> <li>• Amended Contact Officer from Director, Office of Human Resource Services to Director, People and Capability</li> <li>• Amended Sponsor from VC to DVC, Operations</li> </ul>