

Staff - Return to Industry Leave Procedures

INTRODUCTION

Return to Industry Leave is a professional development program that supports teaching-focused academic staff members working predominantly in Vocational Education and Training (VET) to maintain, develop and extend industry currency appropriate to their teaching at the University.

Maintaining industry currency is a shared responsibility between an individual staff member and the University. Return to Industry Leave is an opportunity for staff members to update and develop new industry-based skills, knowledge and currency within industry that supports the strategic directions of the University.

COMPLIANCE

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

INTENT

This document outlines the procedures for teaching-focused academic staff members working predominantly in VET, wanting to undertake industry based professional development.

RELEVANT DEFINITIONS

In the context of this document

Performance Development and 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 (1) 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;

Return to industry professional development means any activity which contributes to the extension of industry-based skills, knowledge and currency of industry trends, to better equip staff to contribute effectively to the University's strategic directions;

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;

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;

Supervisor means a member of staff who oversees the day-to-day work of a person or group of people; and

Teaching-focussed academic staff member means for the purpose of this procedure, is a staff member who teaches predominately in VET and is expected to teach and engage in the scholarly advancement of teaching with limited involvement in other research activity.

PROCEDURES

Purpose

Subject to the [Charles Darwin University and Union Enterprise Agreement](#), teaching-focussed academic staff members may access short-term or long-term return to industry professional development for the purpose of:

- Up-skilling current industry practices/technology/equipment/standards within the teaching discipline area;
- Up-skilling in a different aspect of the industry; and/or
- Developing essential requirements in accordance with the [standards](#) of the National VET Regulator referred to under the [National Vocational Education and Training Regulator Act 2011](#).

Eligibility

The following staff members are eligible to apply for the return to industry leave:

- Continuing full-time or part-time teaching-focussed academic staff members who have successfully completed a probationary period and a minimum of six (6) months employment; or
- Fixed-term contract appointments of three (3) or more years' duration; or
- Teaching-focussed academic staff members with cumulative employment with the University for the past two (2) years with the likelihood of being offered further employment for a minimum of another two (2) years.

Applicants must have a current and/or updated Performance Development Review (PDRS) to be eligible.

Terms

Requests for Return to Industry Leave may be considered for short-term and long-term arrangements. Approval is dependent on the purpose of the leave, term requested and the operational requirements of the University.

Short-term leave may be approved for a period of up to eight (8) weeks as either a single block of time or a number of days per week or month. It is fully funded by the University, through the relevant organisational unit's budget and is counted as service for all salary and leave accrual purposes.

Long-term leave is unpaid and may be approved for a period of up to twelve (12) months subject to the conditions of the [Staff - Leave without Pay Procedures](#). Long-term Return to Industry Leave will only count as service for the purpose of salary advancement (incremental progression) and long service leave accrual.

Application

Staff members wanting to undertake Return to Industry Leave must submit the following to his or her supervisor for consideration:

- An [Application for Return to Industry Leave form](#); and
- A current [PDRS](#); and
- A letter of industry support.

Note: The staff members PDRS must include the planned Return to Industry Leave and intended outcomes in line with the team, school and University's strategic plans.

Supervisors should discuss the timing of the leave with the staff member, taking into consideration the operational requirements of the workplace prior to providing support.

Approval

Where a supervisor supports the application for Return to Industry Leave, the supervisor must forward the application and letter of industry support to the relevant senior manager for approval. Applications approved by the senior manager must then be submitted by the staff member, to the Office of People and Capability, at least four (4) weeks prior to undertaking the leave.

Where requested, for short-term Return to Industry Leave, the University will provide the industry host with the relevant details pertaining to the staff member's continued employment with the University and insurance.

Where a supervisor does not support the application for leave, he or she must advise the staff member in writing within five (5) working days of receiving the application with a reason for not providing support.

Appeal

A staff member may appeal to the relevant senior manager within five (5) working days of receipt of the written notice that the application for Return to Industry Leave is not supported by the supervisor.

Conditions

Approved Return to Industry Leave applicants must ensure:

- That all required work tasks are completed prior to undertaking leave, as agreed to by the relevant supervisor. This may include, but is not limited to: assessments, grading and teaching;
- Any University supplied equipment such as a laptop or mobile phone are returned to the University; and
- That all contact details are up-to-date for the period of Return to Industry Leave from the University.

Where travel is required for the purpose of Return to Industry Leave the staff member will be responsible for all costs including transportation, accommodation and incidentals.

Return from Leave

Within four (4) weeks of the staff member's return to work at the University, the staff member must submit a written report to the supervisor and relevant senior manager outlining the skills and knowledge gained

from the industry placement and how these may be applied during the staff members continued employment with the University. The supervisor must ensure that the report is included on the staff member's Skills Register.

Staff members returning from long-term leave, must also complete a PDRS within five (5) weeks of return to work at the University.

ESSENTIAL SUPPORTING INFORMATION

Internal

[Application for Return to Industry Leave form](#)

[Charles Darwin University and Union Enterprise Agreement 2013](#)

[Human Resources Policy](#)

[Staff - Leave Without Pay Procedures](#)

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

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

External

[Standards for NVR Registered Training Organisations](#)

[National Vocational Education and Training Regulator Act 2011](#) (Commonwealth)

Document History and Version Control

Last amendment:	15 Dec 2017	Next Review:	Jul 2016
Sponsor:	Deputy Vice-Chancellor, Operations		
Contact Officer:	Director, People and Capability		

Version	Date Approved	Approved by	Brief Description
1.00	22 Jul 2008	Vice-Chancellor	Creation of original document and upload to CDU website.
1.01	29 Aug 2011	Governance	<ul style="list-style-type: none"> • Convert and combine documents from process and guideline to current procedure template. • Minor changes to spelling, grammar and formatting. • Change title of document from RTI Process and RTI guidelines to Return to Industry Leave Procedures. • Addition of introduction, relevant definitions, essential supporting information and hyperlinks in line with template requirements
2.00	9 Nov 2011	Vice-Chancellor	Major review of document and changes in line with CDU and Union Enterprise Agreement 2011.
2.01	5 Aug 2013	Governance	<ul style="list-style-type: none"> • Assigned document number • Converted document to current template • Updated and added hyperlinks • Minor changes to wording, grammar and formatting
3.00	2 Jul 2014	Vice-Chancellor	<p>Major review of document including heading and step changes, in line with the CDU and Union Enterprise Agreement 2013.</p> <ul style="list-style-type: none"> • Updated definition of PDRS • Updates definition of Senior Executive in line with changes to position titles (replaced Executive Director , Corporate Services with Deputy Chief Operating Officer and added Chief Operating Officer and Chief Financial Officer) • Inserted new heading Purpose, and clarified Eligibility with new text. • Replaced heading Return to Industry Leave Conditions with Terms • Replaced heading Application for Return to Industry Leave with Application. Included requirement for current PDRS to be included in the application and time frame for which an approval/decline must be advised. • Replaced heading Approval of Return to Industry Leave with Approval • Inserted new heading Appeal • Replaced heading Common Return to Industry Leave Conditions with Conditions

			<ul style="list-style-type: none"> • Return from leave includes requirement for a PDRS to be completed within five (5) weeks by staff members returning from long-term RTIL • Minor rework of syntax and sentence structure throughout document.
3.01	15 Dec 2017	Governance	<ul style="list-style-type: none"> • Conversion to new template due to new University branding • Updated definitions • Updated hyperlinks • Amended Contact Officer from Manager, Employee Relations, OHRS, to Director, People and Capability • Added Sponsor, Deputy Vice-Chancellor, Operations • Amended reference to Office of Human Resources to Office of People and Capability