



PROFESSIONAL DEVELOPMENT POLICY

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Policy Category	Operational		
Governing Authority			
Responsible Officer	General Manager		
Related Documents	Staff Code of Conduct Professional Development Procedure Staff Grievances Policy (and related Procedure) Teaching and Learning Framework Work Health and Safety Policy and Procedure Higher Education Standards Framework (Threshold Standards) 2015 (TEQSA Act 2011)		

* Unless otherwise indicated, this Policy will still apply beyond the review date.

Document Control

Version #	Date	Key changes
1.0	23/02/2018	Approved by Council
1.0a	6/05/2019	Format updated

1. PURPOSE

1.1 The Professional Development Policy provides information to ensure that AIHE plans and manages the development, review and performance of its staff, and provides appropriate opportunities for professional development of staff.

2. SCOPE

2.1 This Policy applies to all permanent part-time, full-time and sessional staff of AIHE.

3. POLICY STATEMENT

3.1 AIHE is committed to the Professional Development of staff by developing a more highly skilled and flexible workforce through the provision of appropriate support for developmental programs that enhance staff performance and efficiency, to assist with the achievement of AIHE's goals and objectives.

3.2 Units under AIHE are required to annually plan and prioritise the development needs of their staff in alignment with AIHE's goals and objectives.

3.2.1 Annual plans and priorities for the development of Academic staff will demonstrate commitment to scholarly activity, contemporary developments in the discipline and skills in contemporary learning, teaching and assessment principles. (Higher Education Standards Framework 3.2.3a and 3.2.3b)

3.2.2 Annual plans and priorities for the development of Professional staff will demonstrate commitment to understanding best practice and legislative requirements and comply with legislative requirement.

3.3 AIHE staff are required to participate in the annual performance planning and review process and identify development activities that support their performance objectives and their professional and career development.

3.4 AIHE will ensure the provision of resources for professional development including allocation of funding in its annual budgets of all units.

3.5 AIHE is committed to providing an Academic Development Program for permanent academic staff to have an extended period away of time away from day-to-day duties to concentrate on research, scholarship, collaboration and knowledge-building.

4. PRINCIPLES

4.1 AIHE is committed to providing its staff with:

- opportunities to develop knowledge, skills and capabilities that complement AIHE's objectives and goals and meet their professional, occupational and legislative responsibilities of their employment; and
- appropriate support, time and encouragement to undertake induction and ongoing professional development activities.

4.2 Staff development needs are identified primarily through the Performance Development Process.

4.3 AIHE overall approach to professional development may include:

- internal professional development events, activities or courses including on-the-job learning through individual or team coaching, team meetings information sessions and work discussions;
- external professional events and short courses where appropriate including seminars, workshops, conferences and professional membership;
- formal award courses;
- part-time tertiary studies; and
- professional development management.

4.4 Identification and approval of development opportunities will have the following basic criteria:

- the most effective activities for enabling professional or academic development;
- alignment with AIHE's strategic and operational plans;
- recording of professional development activities;
- recording of academic and scholarly activity;
- needs of other staff members;
- available budget; and
- willingness and proven ability to transfer knowledge through on job coaching and presentation(s) at team meetings.

5. RESPONSIBILITIES

5.1 AIHE Council will annually approve the budget for professional development.

5.2 The General Manager will:

- ensure that sufficient funds for professional development are in the AIHE annual budget;
- approve annual professional development plans proposed by individuals; and
- monitor participation in plan development, participation in learning opportunities and assess relevance and levels of learning.

6. DEFINITIONS

6.1 See the AIHE Glossary of Terms for definitions.