


# OPERATING PROCEDURES

<b>SUBJECT:</b>	<b>STAFF DEVELOPMENT</b>
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<b>POLICY STATEMENT:</b>	PS HR01(10)	<b>EFFECTIVE DATE:</b>	26/01/2010
<b>FUNCTIONAL AREA:</b>	Human Resources	<b>DOCUMENT REF:</b>	OP HR01-30(10)
<b>RESPONSIBILITY:</b>	Chief Executive	<b>REVISION NUMBER:</b>	2

## REVISION SCHEDULE

EFFECTIVE DATE	ALTERATION(S)	AUTHORISED Signed/Title	AUTHORISED DATE
29/08/2011	Addition of form - Study Leave HR30.1		29/8/2011

### 1. Scope

Community Living and Support Services are committed to providing its staff with the opportunities to increase their knowledge and skills for the mutual benefit of the organisation and the individual. The responsibility for staff development is shared between staff and management at all levels. While individuals should show initiative in seeking developmental opportunities, management will encourage and support the acquisition of knowledge and the development of skills in recognition of the mutual benefit and needs of the individual and CLASS.

### 2. Recognised Staff Development Activities

Activities recognised for Staff Development include:-

- Conferences
- Workshops and Seminars
- In-Service Training
- Formal Studies at a recognised Institution

that are included on the organisation's staff training plan.

### 3. Process to attend Conferences, Seminars and Workshops

Assistance to attend conferences, seminars and workshops may include:

- payment of registration fees
- leave with pay
- leave without pay
- travel and accommodation

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Where CLASS directs a staff member to attend a conference, seminar or workshop during working hours the organisation will pay:

- all fees and costs;
- approved child-care expenses where such expenses would prevent the employee from attending the conference, seminar or workshop.
- Staff members attending such a forum will not suffer any loss of pay.

## Approval Criteria

In assessing an application for attendance at a developmental activity the following criteria will be considered:

- the relevance of the proposed activity to the work of CLASS in the context of the organisation's staff training plan
- the relevance of the activity to the needs of the organisation
- the developmental need of the individual for their current or future position within the organisation
- the level of staff development provided for the individual in the past
- the level of expenditure on staff development during the current financial year

## Process for Application

The staff member will apply to their Line Manager in writing, on the Application to Attend Professional Training Activity Form or Study Leave Form (HR 30.1) for approval to attend the staff development activity.

- The applicant should discuss with their Line Manager the value to the organisation of the proposed activity, and the personal benefit that is likely to occur.
- The applicant should also reach agreement with their Line Manager, as to how the information or skills will be shared with other members of staff.
- The Line Manager will assess the application in relation to the specific needs of the organisation (in the context of the staff training plan), the developmental needs of the individual, and the budget impact and make recommendations to the C.E.

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## 4. Process for Approval

The application is to be forwarded to the Chief Executive for approval or non-approval.

The applicant will receive written notification of the level of support that will be provided by the organisation in response to their application.

The Line Manager will be informed of the training approved and will ensure that the relevant information is entered on the organisation's training register.

### 4.1 Attendance at Conference / Seminar / Workshop

In the event that approval has been granted to attend a staff development activity the staff member will be entitled to the level of support approved by the Chief Executive.

Should the approved conference, seminar or workshop fall on a staff member's day off, another day will be granted, at a time mutually agreed between the staff member and his/her Supervisor.

Any costs involved with attending an approved conference, seminar or workshop such as fees and travel costs will be mutually agreed between the Manager, CE and staff member, prior to costs being incurred.

Staff attending a conference / seminar / workshop are required to provide feedback on the activity.

## 5. Study Leave and Assistance

Study Leave and assistance is only available to staff employed on a full or permanent part time basis and must be approved by the CE.

### Study Leave

Study programs may include

- courses run by tertiary institutions
- vocational training courses
- short courses
- study tours
- planned periods of research

### Level of Assistance

Study assistance may take the form of:

- Leave with pay up to a maximum of 5 hours per week on a pro rata basis against normal working hours per week (inclusive of traveling time to attend lectures and/or examinations)
- Block release to accommodate the course structure
- Leave without pay

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- Traveling time
- Payment of registration fees
- Payment for some resource material
- Leave with pay for examinations

Notwithstanding the above, such application will be approved at the discretion and convenience of CLASS. The appropriate Line Manager and C.E. should assess the application in relation to:

- operational and service needs of area
- service development in the area
- the developmental needs of the organisation

Having assessed the Study Leave Application, the Line Manager will forward the application for approval of Study Leave HR30.1, together with their recommendations to the CE for their consideration.

The employee will be informed in writing of the level of support approved in response to his/her application.

On successful completion of a course or stage of a course, an employee may submit a request to the employer (with receipts) for the consideration of reimbursement of compulsory fees.

The organisation, in exercising its discretion, will have regard to the training budget and any relevant reasons raised by the employee that would justify the payment of the fees. Compulsory fees will not involve HELP payments.

The employee undertaking a course of training extending beyond twelve months is required to reapply for study leave prior to the commencement of the next academic year.

The continuation of approved study leave arrangements is subject to satisfactory performance during the course of training or the satisfactory completion of the course.

### **6. In-Service Training**

In-Service training for staff may also be provided by CLASS to be undertaken at times arranged by the organisation when considering:

- the needs of the service
- the needs of individual staff members
- the urgency of skill development

### **7. Recording of Staff Development Activities**

In order to ensure that accurate records of staff development activities are maintained, the approved application form to attend seminars, conferences, workshops or study leave will be retained on each staff member's personnel file.

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## 8. Staff Development Budget

The C.E. has designated responsibility for monitoring the organisation’s staff development budget and ensuring that training support provided is aligned to the organisation’s staff training plan. The Manager Business & Finance will keep the Business & Finance Committee regularly informed as to the expenditure incurred against budget to assist them in the decision making process involving staff development approvals.

## 9. Related Documents

This Operating Procedure is related to and should be read in conjunction with the following controlled documents:

- ✓ PS HR01(09)                      Policy Statement, Human Resources
- ✓ HR30.1                              Application for Study Leave

APPROVED BY THE CHIEF EXECUTIVE			
This Operating Procedures supersedes all other Staff Development Operating Procedures and is applicable across CLASS from the authorising date below.			
Authorising Officer	Position	Date	Signature
Mark Kulinski	Chief Executive	29/8/2011	