

## PROFESSIONAL DEVELOPMENT POLICY

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### Table of Contents

<b>1</b>	<b>Context</b> .....	<b>2</b>
<b>2</b>	<b>Scope</b> .....	<b>2</b>
2.1	Rationale .....	2
2.2	Legislative Context .....	2
<b>3</b>	<b>Definitions</b> .....	<b>2</b>
<b>4</b>	<b>POLICY STATEMENTS</b> .....	<b>3</b>
4.1	Responsibility .....	4
4.2	Equal Opportunity.....	4
4.3	Approval.....	4
<b>5</b>	<b>Document Change Control</b> .....	<b>5</b>

## 1 Context

UBSS recognises that professional development is necessary for the continued development of staff skills and delivery of best practice services and teaching at UBSS.

This policy applies to all staff at UBSS.

UBSS also acknowledges that professional development has a mutual gain for both the staff member and UBSS and that professional development is integral to personal job satisfaction, workplace productivity, reward and recognition, and is critical to the achievement of UBSS strategy.

## 2 Scope

### 2.1 Rationale

UBSS aims to build capability, enhance our competitive advantage and create an engaging, challenging and rewarding workplace for all staff.

Professional development is recorded in a Professional Development Register and is reflected in the annual Scholarship Profiles of all staff.

### 2.2 Legislative Context

- The Higher Education Support Act (HESA)
- The Educational Services for Overseas Students Act (ESOS): 2000 The National Code

## 3 Definitions

Item	Definition
<b>Professional Development</b>	Professional Development - includes the provision of development opportunities and activities to extend and broaden the scope of professional capabilities of employees in relation to their role and responsibilities. Professional development processes build on the collective knowledge and experience of employees, and provide staff members with opportunities to acquire, practise and adopt new knowledge, thereby enhancing individual, group and organisational learning and capabilities.

## 4 POLICY STATEMENTS

UBSS is committed to providing employees with -

- The opportunity to plan and develop skills, knowledge and attributes that complement the attainment of UBSS goals;
- The opportunity to participate in career development activities that extend and enhance their capabilities and capacity for advancement within UBSS; and
- Equity of access to professional development opportunities.

UBSS offers a range of staff training and professional development opportunities and activities for all staff on an equitable basis. Some will be informal; others will be formal and structured.

Training and professional development programs will be based on balancing the requirements of both UBSS and the staff member through:

- annual performance discussions;
- attendance at: conferences, seminars, short course (internal or external) or workshops;
- participation in: staff development days, involving internal and external presenters, committees, industry placement/visits, staff meetings to share ideas on particular professional issues or proposed changes;
- involvement in work integrated learning: secondments, job rotation, job exchange, shadowing, on the job training, critical reflection on practice, professional reading, obtaining and acting on feedback from managers/supervisors, clients and /or colleagues, networking, temporary performance of duties in another position;
- formal studies: studies for formal TAFE or higher education programs at undergraduate or postgraduate level; and
- external engagement: Service on external committees or working parties to an industry or professional
- association or involvement in community groups and activities.

Staff development activities can be categorised according to the needs they meet:

- organisational needs such as: inducting new staff, promoting links between staff in different areas, preparing staff for change, training staff for new duties and positions, learning from external experts, legislative requirements, and preparing staff to carry out more complex levels of responsibility;
- occupational needs: skills and knowledge connected with performing the duties of a specific position, maintaining professional expertise in the relevant occupation or discipline, extending professional expertise to encompass new developments in the area, and maintaining current professional registration; and
- individual needs for job satisfaction, skill development and professional career paths.

All UBSS staff are encouraged to participate in professional development activities. Some of these activities may be mandatory in order to meet UBSS, industry, legislative, accreditation, quality assurance and professional codes of practice requirements or to where performance improvement has been identified through a performance management discussion.

The Performance Review Program serves the following purposes in the context of the staff development cycle:

- it provides clear expectations regarding duties and the identification of individual objectives with appropriate feedback to staff on their performance; and
- it informs decisions on requirements for career advancement and performance enhancement training, or
- it encourages participation in other developmental activities on the job.

Professional development/training may be provided during and/or outside work hours.

UBSS shall meet the cost of all approved professional development activities.

#### 4.1 Responsibility

The development of staff is a responsibility shared by individual staff, supervisors, and managers.

Individual - Professional development is a shared responsibility between the supervisor, HR and the individual staff member. Ultimately each individual is responsible for their own professional development and is expected to manage their own personal and professional development, as well as contribute to the development of their colleagues by sharing their expertise. In recognition of the benefits of staff development to themselves, staff members are encouraged to:

- seek opportunities to upgrade the skills and knowledge required in their current position;
- use constructively the performance review process to represent staff development needs and opportunities to the supervisor;
- advise supervisors where specific needs are not being met as well as give feedback on usefulness of staff development programs;

Supervisors/Managers - supervisors and managers are responsible for encouraging, counselling and helping the staff they supervise to identify their learning and career development needs and to help them find and pursue activities to meet those needs.

#### 4.2 Equal Opportunity

All staff are eligible for professional development in some form, and equitable opportunity applies to access and participation by all staff.

#### 4.3 Approval

Upon the submission of an approved request Programs Directors/Managers will enrol the staff member in the appropriate training course and confirm enrolment details with the department manager and staff member.

The staff member's business unit is responsible for any associated travel costs. Where flight/s, travel costs (including Meals) and/or accommodation.

Program Directors/Managers are responsible for:

- managing the annual professional development budget;
- developing the annual professional development calendar; and

- ensuring that all training details are recorded on the individual’s professional development record.

## 5 Document Change Control

Version	Change Description	Date	Author
v12	Refreshed format	November 2017	Professor Ian Bofinger
v12	Expanded Context (Section 1)	November 2017	Professor Greg Whateley
v12	Expanded rationale (Section 2.1)	November 2017	Professor Greg Whateley
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