# PROFESSIONAL DEVELOPMENT POLICY

# TEMPLATE

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**1. PURPOSE**

This policy seeks to balance the needs of staff for professional development, the needs of the organisation for properly qualified staff, and the need to staff the [ORGANISATION]’s services. The purpose of this policy is:

* To encourage and support employees in their professional and career development as part of their employment with the organisation;
* To provide administrative guidelines to facilitate fairness and equity in the application of these general principles.

**2. POLICY**

### **2.1 Position-specific professional development**

Where the CEO decides that it is necessary for a staff member to acquire a particular skill, to learn specific material, or to acquire specific qualifications in order for them to carry out the duties attached to their existing position, [ORGANISATION] WILL be fully responsible for all costs incurred in acquiring that skill, that learning, or that qualification, and the staff member shall, where necessary, be given permission to attend any such course within working hours.

It would normally be expected that any such requirements would have been taken into account in the drawing up of a position description and set out in the criteria for selection; it would thus seldom be the case that continuing employees would be required to acquire new qualifications.

### **2.2 Non-position-specific professional development**

In its performance review procedures the organisation shall in every case encourage the person concerned to explore their available professional development options.

Where an employee wishes to pursue further education or training but the CEO has not required that person to acquire a particular skill, to learn specific material, or to acquire specific qualifications to carry out the duties attached to their existing position, [ORGANISATION] shall endeavour to facilitate such education or training through:

* Permitting (at the discretion of the CEO, and taking into account the efficiency of the workplace) any rearrangement of working hours that would assist such development
* Permitting (at the discretion of the CEO, and taking into account the efficiency of the workplace) any use by the person of the [ORGANISATION]’s equipment or services that would assist in that development
* Permitting (at the discretion of the CEO, and taking into account the efficiency of the workplace) any annual leave or unpaid leave arrangements that would assist in that development
* Granting up to two days personal leave as necessary to attend examinations.

Educational or training requirements involving reimbursement of fees or provision of paid study leave may also be negotiated as part of the contract of employment between the employee and the organisation.

## ASSOCIATED POLICIES

* Staff Recruitment Policy

## Authorisation

<Signature of Board Chair>

<Signature of Manager>  
<Date of approval by the Board>  
<Name of Organisation>