



Business Administration

Professional Development Policy

Purpose

The purpose of this policy is to ensure that professional development within Mayfield Education is linked to our service needs and organisational mission and objectives. Mayfield Education is committed to helping its employees to:

- identify areas of development necessary for the performance
- locate suitable development opportunities suiting the needs
- acquire appropriate skills and knowledge
- and implement knowledge and skills on the job

Scope

This policy is relevant to all Mayfield Education staff.

Objective

The objective of this policy is to ensure that Mayfield Education has a commitment to providing all staff with appropriate personal and professional development to assist them in providing the best quality services to their students and to find personal satisfaction in their employment. Mayfield Education recognizes training and development to be a shared responsibility of both the organisation and its staff. Mayfield Education seeks to ensure that professional development opportunities are recognised and implemented efficiently and effectively across the RTO and that professional development is individually and systematically undertaken on the basis of defined needs in a cost-effective and standardized manner.

Definitions

Professional Development is participation in any activity that will contribute to the upskilling of training and assessment staff and other RTO staff to ensure that.

- Staff are up to date with legislation, contractual obligations, and the context in which the RTO is operating.
- Annual professional development training on Skills First contract changes, students' eligibility requirements and Trainer/Assessor obligations will occur in January each year.
- Staff are up to date with procedures, systems and processes that affect their work.
- Contributes to improvement to the quality of services provided by training and assessment staff; and
- Allows training and assessment of staff skills to be broadened and transferred across roles.
- Activities include but are not limited to participation in or attendance at the following:
 - Workshops
 - Seminars
 - Conferences
 - Information sessions
 - Voluntary work

Policy Statement

Mayfield Education will ensure that:

1. Professional development will be provided in response to a defined need rather than a reaction to an opportunity, such as
 - To ensure staff are up to date with relevant legislation, contractual obligations and guidelines
 - To ensure staff are up to date with procedures, systems and processes that affect their work and the context in which they carry out that work.
 - Identified needs for improvement to the quality of services
 - To allow skills to be broadened and transferred across roles
2. Mayfield Education recognises that development opportunities arise that are not planned and would be to the benefit of staff.
 - Such development opportunities often have a strong demand and will be offered to staff on skills need basis. If the need is greater than the availability of development, staff may be invited to submit their written expression of interest to the Education Manager/CEO.
 - Decisions will be based on the above criteria and the probable benefit to the individual and the organisation.
3. Opportunity is provided to staff to identify development needs and bring them to the attention of the Education Manager/CEO for approval. Staff will :
 - Identify the development needs, related development activities and the objective for undertaking each development activity.
 - Submit a professional development request to the Education Manager with any supporting information on available opportunities to undertake and to support their request.
 - Attend agreed development activities and report to the Education Manager if unable to attend
 - On completion of each professional development activity, staff will share their professional development experience and learning in the next staff meeting and provide resources and feedback to staff groups.
 - Provide a copy of any certificate/s or other proof of attendance to the Education Manager.
 - Document the completed activities in the Professional Development Log and send a copy to the Education Manager.
4. Staff files will be updated with copies of proof of attendance at professional development opportunities.
 - Certificates or statements of attainment must be certified copies that are verified by the Education Manager/Senior Quality Assurance Coordinator.
 - Other proof of attendance may be verified by phone or email with the provider.