



Professional Development Policy.docx

PROFESSIONAL DEVELOPMENT POLICY

Purpose

Koala Corporation is committed to providing a supportive and rewarding environment for employees and recognises that the quality, responsiveness and professionalism of its workforce is inextricably linked to the company's achievement of its strategic goals.

The purpose of the Professional Development Policy is to encourage and support employees to actively pursue their personal and professional development. Koala Corporation acknowledges that continuing professional development contributes to personal job satisfaction, workplace productivity, reward and recognition.

Policy

1. Identifying development needs
 - 1.1. A staff member's learning and development needs are primarily identified through the performance cycle and are captured in the staff member's Personal Development Plan.
 - 1.2. Learning and development needs can relate to technical or behavioural capabilities required for the staff member's current role or future career ambitions. Behavioural capabilities are defined in the Behavioural Capability Framework. For further information refer to the Behavioural Capability Framework guideline.
 - 1.3. Where learning and development needs and opportunities have not been identified and agreed to in the staff member's current personal development plan, staff will generally not be given approval in that financial or calendar year.

Procedures

1. Professional Development
 - 1.1. Each department's manager has the primary responsibility for the provision of professional development programs and activities for employees within the department including the manager's own. The Human Resources department provides advice and support for professional development.
 - 1.2. Staff requesting professional development must complete the Staff Application Form and have it approved by the relevant manager, outlined in this policy and the application form.
 - 1.3. Send the completed and approved application to their manager for final approval and budget allocation. Managers must submit it to the CEO.
 - 1.4. The Human Resources department will provide a Staff Study Agreement for you to sign, where relevant, at which point you may register or enrol for your professional development opportunity.
 - 1.5. The Human Resources department will not approve any study or professional development activities that staff have already commenced without prior permission.
 - 1.6. Human Resources are not responsible for enrolling staff into their activities, paying directly for activities, booking travel and accommodation and will not reimburse staff for any associated costs such as meals, travel, accommodation, equipment and resources, stationery, etc.



- 1.7. Study leave and exam leave is to be approved by the CEO. Please read the award for allocations. Staff enrolled in Higher Education programs are eligible to apply for study Leave and exam leave.
- 1.8. Staff are responsible for providing evidence of completion to the Human Resources department in the way of a Statement of Attainment, Completion Certificate, etc.
2. Financial Support
 - 2.1. Internal professional development programs will be informed by the company's strategic goals and priorities. Internal providers are funded solely by the company, and as a general principle, managers are not required to fund internal professional development programs other than to provide work time for employees to attend programs or to subsidise costs such as an external consultant, catering or printing. Managers are responsible for approving attendance at internal professional development programs.
 - 2.2. Where Human Resources requests the Training department to develop and deliver a specific development program, the costs of development and delivery are to be met from the requesting department's budget with costs agreed to as part of the planning process. The CEO is responsible for approving the costs and attendance.
 - 2.3. Continuing Professional Development (CPD) costs will be met by each department's budget upon approval of activities on an annual basis. The CEO is responsible for approving attendance at CPD programs.
 - 2.4. Staff enrolled into Higher Education programs must read and adhere to the procedure in the Staff Agreement. The CEO is responsible for approving attendance in HE programs.
 - 2.5. Traineeships and other AQF level (Cert II, III, IV, Diploma and Advanced Diploma) qualification costs will be met by each department upon approval. The department's manager is responsible for approving attendance of these programs.
 - 2.6. Short courses, seminars and conferences costs will be met by the individual department's budgets. Department managers are responsible for approving attendance for short courses, seminars and conferences.