



S^tPATRICK'S
Technical College



SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 3.9

Staff Development

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POLICY

St Patrick's Technical College has a policy of recruiting and retaining quality staff. Staff development is an integral component of the policy and strategies implemented by the College to achieve its goals consist of:-

- Developing an organisational culture which encourages professional collaboration, staff development and professional growth through working with peers, education and industry.
- Implementing a developmentally oriented performance management scheme
- Modelling exemplary practice in Work Health and Safety (WHS) for staff
- Ensuring staff are familiar with legislative requirements in areas such as first aid, mandatory reporting of child abuse, fire safety, etc.

It is St Patrick's Technical College's policy to develop staff by investing in training to meet the College's current and future skill requirements to assist with individual career development and to address organisational requirements, such as system changes, new market conditions and new technology.

GUIDELINES

1. Integrate the Australian Qualifications Framework or an equivalent certification process into the staff recruitment and salary structure.
2. Establish and maintain individual professional development plans which are integrated into the staff's annual performance reviews. A training needs analysis is to be an integral part of the annual performance review process from which individual training programs for each staff member can be developed.
3. Training staff and providing "on-the-job" coaching is a daily responsibility for supervisors and managers. They are to ensure they spend sufficient "on-the-job" time to oversee the performance of their employees, assess their competencies, and provide instruction or guidance to improve skills levels and understanding of the job.
4. Management has an overall responsibility for the development, delivery and evaluation of the College's staff development program. This includes integrating training with strategic plans. Management are to liaise with supervisors in the course of determining training needs for staff.
5. Training programs may be scheduled during or outside of paid working hours. If training is proposed during paid working hours, supervisors and managers are to take a common sense approach to the approval and scheduling of any training. They are to take the needs of the College as well as the nature of the training into account. As a guideline, prior approval of the Principal must be obtained for training conducted over a day or more of paid working hours.
6. Occasionally employees may be asked to attend training, information or conference sessions out of work hours. It is expected staff will organise their schedules in order to be able to attend.



7. Interstate and/or overseas study tours / conferences / seminars may be attended by staff provided:-
 - Approval is given by the Principal and / or the College Board.
 - The study tour / conference /seminar provides essential professional development for attendees.
 - The study tour / conference /seminar is beneficial to the College.
 - Funding is available and approved by the Business Manager.

The staff member(s) attending may be requested to provide a report on the study tour / conference / seminar for the College.

8. It is recommended, as an integral part of the induction process, that a mentor be allocated to any new employee in order to assist the successful transition into the workplace and the preparation of the new employee's personal development plan. The allocated mentor will usually be the worker's peer, not a supervisor.
9. This policy applies to all employees.

RELATED POLICIES

- *3.5 – Induction*
- *3.13 - Performance Management*
- *Work Health and Safety (WHS) Policy**
- *WHS Induction and Training**

** Catholic Safety Health and Welfare (CSH&W) policy*