Professional Development Policy

1 Purpose

To provide appropriate training and developmental opportunities for Employees.

2 Scope

This policy applies to all Employees.

3 Policy Statement

The University is committed to providing training and development programs that increase the capability, experience, performance, and future career opportunities of the workforce, within budgetary constraints.

4 Principles

The professional development principles of the University are:

- The University is committed to providing Employees with opportunities to develop:
    - capabilities that improve performance and assist in the achievement of the University's objectives.
    - career goals and participate in career development activities that extend and enhance the Employee's capabilities and capacity for advancement within the University.
- All newly appointed Employees (except for exam Supervisors, dissertation markers and teaching practicum Supervisors (“prac teachers”)) must participate in the relevant Onboarding program, to adjust to working at the University.
- Employees are required to complete all mandatory compliance training requirements identified by the University.
- Employee development is a shared responsibility between the Employee and their Supervisor, normally formalised through the University's performance planning and review process.

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- Supervisors are responsible for:
    - reviewing development needs of Employees and assisting Employees to identify and develop plans to meet these needs
    - providing appropriate support and resources to enable development opportunities for Employees, within budgetary limitations
    - supporting Employees in the application of new skills and providing career progression and advancement opportunities.
- Employees are responsible for:
    - engaging in discussions with their Supervisor to identify career goals, and develop plans to meet these needs
    - actively seeking opportunities to maintain and enhance skills, knowledge, and qualifications relevant to their responsibilities.

5 References

Nil.

6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7 Policy Information

Accountable Officer	Chief Operating and Financial Officer
Responsible Officer	Chief People Officer
Policy Type	Executive Policy
Policy Suite	Academic Employee Development Procedure Mandatory Training Procedure Professional Employee Development Procedure Study Assistance Procedure
Subordinate Schedules	

Approved Date	24/3/2026
Effective Date	24/3/2026
Review Date	15/4/2029
Relevant Legislation	Enterprise Agreement
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	
Related forms, publications and websites	
Definitions	**Terms defined in the Definitions Dictionary**
	Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this policy only
	Supervisor Any person responsible for leading the activities of others. In the context of this Procedure, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.
Keywords	Professional Development, development, achievement, promotion, study assistance, outside studies, exchange, learning
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