

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.

- 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

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| Accountable Officer | Deputy Vice-Chancellor (Enterprise Services) |
| Responsible Officer | Chief People Officer |
| Policy Type | Executive Policy |
| Policy Suite | Academic Employee Development Procedure Professional Employee Development Procedure Study Assistance Procedure |
| Subordinate Schedules | |
| Approved Date | 15/4/2024 |

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| Effective Date | 15/4/2024 |
| Review Date | 15/4/2029 |
| Relevant Legislation | Enterprise Agreement |
| Policy Exceptions | Policy Exceptions Register |
| Related Policies | |
| Related Procedures | |
| Related forms, publications and websites | |
| Definitions | <p>Terms defined in the Definitions Dictionary</p> <p>Employee</p> <p>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.</p> <p>University</p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p> <p>Definitions that relate to this policy only</p> <p>Supervisor</p> <p>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.</p> |
| Keywords | Professional Development, development, achievement, promotion, study assistance, outside studies, exchange, learning |
| Record No | 15/2855PL |