

<b>Policy Number</b>	PO-08
<b>Approval Date</b>	22/6/2020
<b>Implementation Date</b>	22/6/2020
<b>Proposed Review Date</b>	30/04/2022

## Purpose

NMLL aims to promote work satisfaction and continuing professional development (CPD) for paid staff and volunteers, including Committee of Management members.

Professional development and moderation is an important means of ensuring that the human resources of North Melbourne Language & Learning (NMLL) are able to maintain the quality and standards required of its funding contracts and programs.

## Scope

All staff and Committee of Management members are entitled to participate in training and development activities.

## Application

NMLL is committed to CPD of its staff in order to:

- Continue to provide quality service in all areas of activity
- Enhance the skills and expertise of its workers, encourage excellence and increase job satisfaction
- Comply with contractual obligations.

This policy applies to all staff (including permanent, contract and sessional staff), Committee of Management members and volunteers. It encompasses both internal and external training, including short training courses, seminars, in-service training, workshops and conferences.

## Policy

### 1. Principles

All staff and Committee of Management members are entitled to participate in relevant CPD activities. Periodically the General Manager, legislative or contractual obligations will require all staff or selected staff engage in compulsory CPD.

Approval for professional development activities will include consideration of overall staff requirements of NMLL and the time, equity and resources available. Guidelines to be used in deciding on professional development and moderation activities will include:

- Relevance to strategic directions of the organisation
- The relevance to the person's role and development of professional competence
- For teachers, the relevance of the PD to the development of VET knowledge, VET skills or skills in training and assessment.
- Professional development gains for the person concerned
- Relevance to current responsibilities and relevance to future responsibilities or assignments with NMLL
- Impact on the workload of the organisation
- Opportunities for service promotion and development of linkages
- Budget considerations
- Whether backfill is required (i.e. whether cover is needed to fulfil regular duties while the person is engaged in professional development)
- An individual's professional performance.

All staff, Committee of Management and volunteers are entitled to organisational orientation on commencing their paid or unpaid work with NMLL. The General Manager or delegated staff member will organise this for staff, volunteers and for new Committee of Management members.

## 2. Implementation Requirements

### Personnel:

Approximately five days per year will be available to each full-time staff member for validation, moderation and professional development activities. This time allocation will be dependent on funding granted for this purpose and may vary each year. Part time and sessional staff will generally be paid pro rata. The General Manager will be in charge of the budget for CPD.

### Professional Development:

Priority areas for CPD, validation and moderation will be determined annually on the basis of the strategic directions of the organisation and current and future programs and services. All staff are expected to be actively engaged in seeking and engaging in CPD.

The General Manager or their delegate will circulate or promote CPD opportunities.

### Moderation:

The Education and Compliance Coordinator will ensure that an internal moderation session (with at least one other ACE organisation) is held each semester. This will be for all accredited courses being delivered at NMLL. All staff will have the option of attending region wide moderation sessions.

### Budget:

NMLL will set aside resources for CPD, relevant organisational memberships and purchase of professional resources in each annual budget. The amount allocated will be dependent on overall organisational budget considerations and specific funding grants which vary each year. The Manager will control this budget.

## **Related Procedure/s or other Quality Documents**

[S:\POLICIES & PROCEDURES\FORMS](#)

Professional Development Request and Approval Form

## APPROVAL AND REVIEW

**Approved by:** Mark O'Neil  
**Position:** Chairman NMLL  
**Effective Date:** 22/6/2020  
**Review Date:** 30/04/2022  
**Policy Owner:** Mark O'Neil

### Amendments

Version	Date	Author	Change Description
V1	8 /5/2016	Lorna Hannan	Unknown
V2	2016	Unknown	Unknown
V3	2020	Mark O'Neil/Cliff Rundle	Edited so it is applicable to all staff and to encourage proactive approach by staff to CPD. Removed operational information.