PROFESSIONAL DEVELOPMENT PROCEDURE

Approving Authority	General Manager	Approval Date of Last Revision	16 June 2022
Approval Date	23 Feb 2018	Effective Date of Last Revision	16 June 2022
Effective Date	23 Feb 2018	Review Date*	30 May 2026
Document No	PRO6.1	Version	1.1b
Parent Policy	Professional Development Policy		
Policy Category	Operational		
Governing Authority			
Responsible Officer	Manager Student and Academic Services		
Related Documents	Professional Development Policy Staff Code of Conduct Staff Grievances Policy (and related Procedure) Teaching and Learning Framework Work Health and Safety Policy and Procedures Higher Education Standards Framework (Threshold Standards) 2021 (TEQSA Act 2011)		

Unless otherwise indicated, this Procedure will still apply beyond the review date.

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1. PURPOSE

1.1   The Professional Development Procedure addresses measures to ensure that AIHE plans and manages the development, review and performance of its staff, and provides appropriate opportunities for professional and/or academic development of staff.

2. SCOPE

2.1   The Professional Development Procedure applies to all permanent part-time, full-time and sessional staff of AIHE.

3. ONGOING PROFESSIONAL DEVELOPMENT

3.1   Staff will be provided with ongoing internal feedback on their performance and provided with opportunities to develop their skills and abilities.

3.2   Professional development events or programs will be provided in-house and will be informed by AIHE's strategic goals and priorities. The General Manager will approve such events or programs proposed by functional and organisational units will provide work time for staff to attend such programs or events.

3.3   At the end of each study period academic staff will receive a summary of the Teaching and Subject Evaluation Survey (TSES) results for subjects that they delivered. The Head of School will meet informally with teaching staff to analyse the TSES data with a view to making improvements to subjects and teaching.

4. INDIVIDUAL PROFESSIONAL DEVELOPMENT PLANS (IPDP)

4.1   Annually, staff will participate in a performance review session with their direct supervisor or manager. Where possible, this will be conducted as an open, collaborative discussion which provides constructive feedback and learning opportunities for both parties.

4.2   Evaluation of past performance will include:
- review and update of role and responsibilities
- progress and achievement of previous year's goals and individual personal development plan (IPDP)
- evaluation of skills and behaviors relevant to role and responsibilities. For academic staff this will include TSES results.

4.3   Planning for the coming year will include:
- setting of professional goals for the year ahead
- discussion of IPDP for the ensuing year
- manager's overall evaluation.

4.4   Discussions and planning of the staff's professional and career development will consider options such as undertaking short courses, further studies, performing higher duties, on-the-job training, coaching, mentoring, attending conferences or other continuing professional development activities.

4.5   Staff will then, in consultation with their direct supervisor/manager, propose an annual IPDP for approval by:

- General Manager for professional staff
- Head of School for academic staff.

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4.6   Staff are responsible for actively implementing their IPDP, recording professional development activities undertaken and summarising progress and outcomes.

4.7   The IPDP will be reviewed at least annually as part of the performance planning and development process.

4.8   AIHE will provide templates for IPDP and progress reports.

4.9   Supervisors are responsible for ensuring the effective planning, support, monitoring and implementation of IPDP's.

4.10   The General Manager, as part of the performance planning and development process, will be the final person to approve and support agreed individual professional development plans in line with organisational plans and budgets.

5. BUDGET ALLOCATION FOR PROFESSIONAL DEVELOPMENT

5.1   AIHE will allocate in the annual budget an amount to fund professional development activities for both academic and professional staff members.

5.2   Management will ensure equity of access for all staff when allocating resources for academic and/or professional development.

5.3   AIHE recognises that academic staff are allocated time for research and scholarship over and above these professional development activities.

5.4   AIHE's budget allocation for staff academic and professional development will be available to support professional development activity costs, including:

- internal professional development events, activities or courses including on-the-job learning through individual or team coaching, team meetings information sessions and work discussions;
- external professional events and short courses where appropriate including seminars, workshops, conferences and professional membership;
- formal award courses;
- part-time tertiary studies; and
- professional development management.

6. INDUCTION FOR NEW STAFF

6.1   AIHE will ensure that all new staff have access to an organisational induction program. The induction program includes on-the-job training so that new staff are:

- provided with all information of AIHE's vision, mission, values, and strategic plan; governance, statutory and policy framework; organisational structure; and conditions of employment;
- supported, developed and trained in the core skills and capabilities required to carry out duties related to the position;
- trained in the Education Services for Overseas Students Act 2000 and National Code 2018; and
- familiar with the Higher Education Standards Framework (Threshold Standards) 2021 and Australian Qualification Framework (academic staff).

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7. SHORT COURSES AND CONFERENCES

7.1   Where staff are required and directed to by AIHE's General Manager to undertake a course essential for carrying out their current duties, the cost of participation will be covered from the AIHE budget.

7.2   Where staff initiate a request to attend a short course that includes approved formal award course with exams, or a conference that is relevant to the person's work, the General Manager might consider a contribution towards the total cost of the persons participation.

7.3   AIHE will provide an application form for attending short course(s) or conference(s). Applicants should discuss their application with their direct supervisor/manager and subsequently the General Manager (professional staff) or Head of School (academic staff) prior to applying in writing.

8. ACADEMIC DEVELOPMENT PROGRAM

8.1   AIHE offers an Academic Development Program (ADP) to provide a period of paid absence for permanent Academic Employees to undertake sustained research, scholarly activity or gain professional experience.

8.2   The Academic Development Program aims to maintain and improve professional and vocational knowledge and skills.

8.3   The Academic Development Program will may involve working with academics from other institutions, either internationally or domestically. ADP may help Employees establish or renew links with colleagues in appropriate fields outside of AIHE for the purpose of enhancing their own research and/or teaching within AIHE.

8.4   Details regarding application processes and templates for the Academic Development Program will be provided by the Head of School.

8.5   The Academic Development Program is a privilege and is not granted as a right.

9. DEFINITIONS

9.1   See the AIHE Glossary of Terms for definitions.

Document Control

Version #	Date	Key changes
1.0	23/02/2018	Procedure approved by General Manager
1.1	15/04/2019	Reviewed, minor revision; reformatted
1.1a	12/11/2020	Reviewed, no changes; next review aligned with Policy Review Schedule
1.1b	16/06/2022	Updated reference to the 2021 Higher Education Standards Framework

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