**Purpose**
Staff professional development is an integral part of life at Worldview. Worldview will take whatever reasonable steps are necessary in the area of programs and guidance to support staff professional development in order to benefit both Worldview and staff members.

**Attributes**
This process includes the following:
- General Information
- Study Time Release
- Study Assistance

**General Information**

**Mission and Aim**

Worldview, in consultation with its staff, will develop an approach to professional development that best addresses the needs of Worldview and its staff members. Principles that will underpin the approach to professional development include:

a. Worldview must maintain quality programs, in line with requirements set out by TQA. Staff professional development is essential for this.

b. Professional development is necessary to meet legislative requirements in areas such as HSE and EEO.

c. Development of programs must be informed by a broad gap analysis of the competencies and approaches to staff professional development and management that currently exist at Worldview and those competencies and approaches to staff professional development and management that are necessary to pursue Worldview's strategic directions and goals in a strategic manner.

d. Staff professional development must have some obvious linkage to the support of Worldview's strategic directions and goals.

e. Staff professional development programs are organised centrally through discussions with the Principal/Director, Academic Dean, and where relevant and necessary the Academic Council, to achieve economies of scale across the organisation.
Requests for professional development in line with the above principles will not be unreasonably refused. The approval for participation in staff professional development activities must be given by the staff member’s team leader, and must accommodate the needs of the broader workgroup. Relief from duties for the purposes of training and development will be arranged as and when possible and appropriate.

Worldview’s greatest asset in achieving its mission is its staff, both Academic and General. Worldview seeks to encourage effective development, focusing on both the personal, academic and professional needs of all staff members and the needs and goals of Worldview.

The principal aim of Worldview’s staff professional development process is to support the goals and objectives of Worldview. Staff professional development encompasses both training related to the immediate needs of the workplace and activities which enable staff members to develop their potential and to be better prepared for future opportunities.

**Definitions:**

- **Staff:** Includes workers who are continuing, full-time, part-time and casual.

- **Staff professional development:** Any activity which contributes to the extension of skills, knowledge and expertise of staff and better equips them to contribute more effectively to the furtherance of Worldview’s goals.

- **Staff professional development activity:** Staff professional development covers a range of both formal and informal activities.

- **Resources:** Could include funds, staff, time, facilities, equipment.

**Staff Professional Development**

Staff professional development, in some form, is available to all Worldview staff.

Staff professional development is a shared responsibility, demanding commitment and resources from both the individual staff member and Worldview.

Participation in staff professional development may at times be required for operational reasons and to address equal opportunity, industrial and legislative requirements.

Responsibility for staff professional development rests with the Worldview Principal/Director, Academic Dean, and Administrator.

Staff professional development opportunities are made available on an equitable basis considering the benefits for individual staff members, area needs and Worldview.

Staff professional development has a broad scope and a wide and flexible variety of approaches.
Staff professional development is linked to the annual strategic planning cycle of Worldview, so staff professional development activities are to be reported against Worldview’s operational plan.

Staff professional development is linked to other components of Worldview’s practices and quality processes:

- Performance management;
- Code of Ethics;
- Performance development and review system;
- Promotions;
- Recruitment/selection, including probation;
- Equal opportunity;
- Affirmative action;
- Student policies;
- Critical Incident Policy
- Quality assurance.

**Objectives**

a. To emphasise Worldview’s strategic themes, with particular reference to quality, client focus, leadership, Higher Education requirements, cultural awareness, internationalisation, learning and teaching skills, health safety and environment, and Worldview’s identified niche areas.

b. To provide new staff members with orientation to their work area and Worldview through a coordinated induction program.

c. To ensure relevant staff professional development activities are accessible by and available to all members of Worldview.

d. To ensure the staff professional development objectives in strategic directions are implemented and updated.

e. To assist staff members in adjusting to technological and organisational change.

f. To improve the scope and depth of leadership and management skills, knowledge and understanding.

g. To encourage job satisfaction.

h. To encourage all staff members to achieve continuous improvement in their work.

i. To encourage all staff members to expand, develop and use their gifts, skills and abilities.
j. To improve opportunities for advancement.

k. To ensure implementation of equal opportunity and affirmative action principles.

Roles and Responsibilities

Staff Professional Development Reference Group

Worldview’s Staff Professional Development Reference Group has overall responsibility to advise the Board on the process aspects of staff professional development.

The Reference Group comprises the Principal, the Academic Dean and the Administrator of the Centre.

The Reference Group is responsible for:

- Maintenance and development of Worldview’s process on staff professional development;
- Promotion of the organisation’s approach to staff professional development;
- Monitoring feedback on staff professional development activities in their annual staff professional development reports.

The Reference Group will:

1. Identify staff professional development needs in the staff and encourage their participation in appropriate ways;

2. Encourage staff members to apply for and undertake programs that assist in the achievement of the centre’s strategic goals and to aid the individuals in their development;

3. Provide resources to support staff professional development — funding should be allocated in a manner which recognises the needs of both academic and general staff and the staff professional development impact of EEO principles for access to staff professional development.

4. Set, review and communicate priorities and resource allocation to all staff; and

5. Report annually on their staff professional development programs and expenditure.

Individual Staff Members

Individual Staff members are directly responsible for the development of their own work-related skills and knowledge and to:
a. Identify and nominate relevant staff professional development activities in consultation with the Reference Group members and within the performance management framework;

b. Devise their own development plans to meet those requirements;

c. Seek opportunities to apply the knowledge and skills learnt through staff professional development activities;

d. Discuss their development plans with their supervisors with a view to agreeing to a general program and level of involvement for a suitable planning period;

e. Provide evaluation/feedback on activities and programs in which they participate; and

f. Individual staff members may offer or be asked to contribute time and/or funds when attending programs.

**Implementation / Induction**

Worldview’s induction program is intended to provide a guide for area leaders regarding their responsibility to ensure that adequate assistance and support is given to new staff within their work area. The program provides a framework for leaders to help in giving new workers a positive impression about their work and their relationship within their immediate work area and Worldview. Inductions should be varied to suit the needs of each staff member and the organisation.

The Administrator is responsible for ensuring that new staff members are provided with a planned induction to the workplace.

**Staff Professional Development Programs**

A number of processes relevant to staff professional development are listed below. Individual areas have considerable flexibility in determining their staff professional development activities within the framework and constraints of their operational plans. Staff may consider the following options:

- Curriculum related staff professional development;
- Informal on-the-job training;
- Professional Development Leave;
- Study time release;
- Conference Leave;
- Staff Exchange;
- Workshops, seminars, short courses;
- Mentoring arrangements;
- Cultivation of networks;
- External staff professional development programs; and
- Secondments to other similar centres.
Study Time Release

Eligibility

This guide applies to all Worldview staff.

Subject to the discretion of the Staff Professional Development Reference Group, workers may be permitted to attend approved and recognised educational courses if such study is deemed to be beneficial to their work at Worldview. It is anticipated that staff will normally incorporate their study around their other Worldview responsibilities. Where this is not the case, the staff member should apply for Professional Development Leave.

Study Time

Permission to attend compulsory vocational schools, which form part of any approved course, may be granted, but without traveling expenses, at the discretion of the Principal/Director.

Study time will only be granted to staff where the timetabling of relevant units requires the staff member to attend lectures/tutorials during their normal working hours.

Study time will not be provided for the purpose of repeating a subject for which study time has previously been provided.

Study time is not an automatic entitlement.

Study time may be provided for exam attendance where the examination is scheduled during the staff members’ normal working hours.

Accredited educational courses include all Higher Education and VTE courses.

Applications

Staff members seeking study time will be required to complete an application form and submit it to their area leader for comment prior to forwarding it to the Staff Professional Development Reference Group for approval.

Applicants must attach to their application, either a copy of the relevant timetable, or handbook entry for residential schools.

All applications for Study Time, whether approved or not, must be forwarded to the Staff Professional Development Reference Group for record keeping and reporting purposes. Worldview staff members are to keep an up to date curriculum vitae as an ongoing record of their professional development.

Guidelines

As an educational institution, Worldview aims, as far as possible, to support study to a first degree. Worldview believes that degree level study supports the acquisition of a
range of generic skills such as basic research, report writing and communication, which are likely to benefit the performance of all staff members.

Courses up to first degree must be relevant to the applicant’s work within Worldview and the needs of Worldview.

For courses additional to or above first degree level, study time will only be approved if the course is directly relevant to the staff members’ current area of work and the needs of Worldview.

Approval of any subsequent application for study time will be dependent on the achievements of applicants during previous periods of study time.

The Staff Professional Development Reference Group is required to ensure that study time is granted on equal opportunity principles.

Where the number of staff within a particular area seeking study time is greater than the number for which suitable arrangements is possible, area leaders should establish a clearly understood mechanism for study time allocation. Such mechanisms should take into account Worldview's priorities and equity considerations.

**Study Assistance**

**Applications**

The applicant must forward the application to the Staff Professional Development Reference Group.

Final approval rests with the Staff Professional Development Reference Group and there is no right of appeal.

**Grant**
Staff members are eligible for a grant of $750 per person per year for Professional Development.

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