

PROFESSIONAL DEVELOPMENT POLICY

STANDARD 1 (CLAUSES 1.16)

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SCOPE

This policy refers to the trainer and assessor requirements under Standard 1, clause 1.16 within the Standards for RTOs 2015.

Clause 1.16 states that an RTO must ensure that all trainers and assessors undertake professional development in the fields of knowledge and practice of vocational training, learning and assessment including competency-based training and assessment.

This policy applies to all staff, sessional trainers and contractors of Intelligent Training Solutions.

PURPOSE

To affirm Intelligent Training Solutions commitment to:

- Fostering a culture of professional learning, in association with and informed by organisational learning and organisational development
- Developing staff capabilities which support the achievement of strategic directions and organisational goals of Intelligent Training Solutions
- Incorporating professional development performance measures alongside other key performance indicators of the organisation.

LEGISLATIVE CONTEXT

- Standards for Registered Training Organisations (RTOs) 2015

DEFINITIONS

TERM	DEFINITION
Organisational Development	Institute wide application and transfer of knowledge to planned development, improvement and reinforcement of strategies, structures and processes, at both macro and micro levels, that lead to organisational effectiveness
Organisational Learning	The process by which all members of an organisation are engaged in adding to its knowledge base, in identifying and solving problems and where there are systems in place to capture information, thereby enabling the organisation to continuously experiment, improve and increase capacity.
Professional Development	Organised personal, career and/or professional training which contributes to the staff member's ability to undertake their role in an effective and satisfying manner and which leads to career and personal enrichment. Professional development means activities that develop and/or maintain an individual's skills, knowledge, expertise and other characteristics as a member of staff. This includes both formal and informal activities that encompass vocational training, learning and assessment, including competency-based training and assessment.

	<p>Examples of professional development activities include:</p> <ul style="list-style-type: none"> • Participation in courses, workshops, seminars, conferences, or formal learning programs; • Participating in mentoring, professional associations or other learning networks; • Personal development through individual research or reading of publications or other relevant information; • Participation in moderation or validation activities; and • Participation in industry release schemes.
Work Based Learning	Structured learning managed by an organisation and focused on learning through work
Member of Staff	<p>The term 'member of staff' or 'staff' within this policy refers to the following people:</p> <ul style="list-style-type: none"> • All staff directly employed by Intelligent Training Solutions on either a full-time, part-time or casual basis • All sessional trainers and assessor, also known as sub-contractors or contractors

SUPPORTING DOCUMENTS

The following documents are referenced within this policy and can be located at:

LINK: <https://www.its.vic.edu.au/staff-administration/>

- Professional Development Register

POLICY STATEMENT

Intelligent Training Solutions is committed to supporting the professional development of staff through the application of the following principles:

- Professional development will be accessible and available to every member of staff
- Professional development is a responsibility shared by the individual staff member, the training manager and Intelligent Training Solutions
- Professional development is an integral part of our RTOs strategic planning
- Annual priorities for professional development activities will be development from our RTOs key objectives and planning processes.
- Intelligent Training Solutions will aim to provide appropriate professional development and/or staff training to ensure staff develop or maintain specific specialist skills as well as generic skills and knowledge required to meet external compliance requirements and/or to competently apply Intelligent Training Solutions systems, policies and procedures.
- Development activities offered through Intelligent Training Solutions will focus on action learning and work-based learning strategies. Wherever appropriate, development activities will be underpinned by mentoring and coaching.
- Intelligent Training Solutions will aim to provide up to 60% (approx. 14.5 hours) of the minimum annual professional development hours (24 hours) required by a member of staff each year. Each individual member of staff will be expected to source their own professional development activities for the remaining 40% (9.5 hours) at their own expense.
- Staff accessing internal or external development activities will be expected and supported to share and apply their new skills and knowledge in their work practice.

- The training manager will manage individual and team work so as to ensure that professional development is incorporated into every staff member's role.

RESPONSIBILITY

- The Chief Executive Officer is responsible for the scheduled review and maintenance of this policy and its associated procedure.
- The training manager is responsible for the administration support and the operational implementation of this policy and procedure
- All professional development activities will be reviewed annually and logged by the training manager in the Professional Development Register

PROMULGATION

The Professional Development Policy will be communicated throughout our RTO via:

- An announcement notices or email from the Chief Executive Officer and throughout the RTOs 'Policy, Procedure & Regulations' webpage
- Faculty executive and staff meetings

IMPLEMENTATION

The Professional Development Policy will be implemented throughout the RTO via:

- Information sessions; and/or
- Training sessions; and/or
- Professional development session

PROFESSIONAL DEVELOPMENT HOURS

Participation in professional development activities are recognised and approved at a ratio of 1:1 (1 hour:1 hour)

POLICY NOTES AND EXPLANATIONS

Nil