

PROFESSIONAL DEVELOPMENT PROCEDURE

STANDARD 1 (CLAUSES 1.16)

Table of Contents

PROFESSIONAL DEVELOPMENT PROCEDURE	1
SCOPE	2
SUPPORTING DOCUMENTS	2
ACTIONS.....	2
POLICY BASE.....	3
FORMS/RECORD KEEPING.....	3
IMPLEMENTATION.....	3
RESPONSIBILITY	4
PROCEDURE NOTES AND EXPLANATIONS.....	4

INTELLIGENT TRAINING SOLUTIONS PROCEDURE

SCOPE

This procedure describes the approval and record keeping process for staff development within Intelligent Training Solutions. It applies to members of staff in Intelligent Training Solutions.

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

ACTIONS

No.	STEPS	WHO IS RESPONSIBLE	COMMENTS
1.	Identify staff development opportunity	Staff member/s or training manager	Refer to the professional development policy for what activities are considered professional development
2.	Complete annual staff development plan	Staff member/s	This document can be found under the Staff Administration and Form section of the ITS website Doc Title: Professional Development Plan
3.	Forward completed professional development plan to training manager for approval	Staff member/s	
4.	Approve or reject professional development plan and advise staff member/s of outcome	Chief Executive Officer or Training Manager	
5.	File original, or scanned copy, of approved professional development plan to the staff member/s file	Chief Executive Officer or Training Manager	
6.	Create or update the professional development register	Chief Executive Officer	This document can be found in the MORETON server under the BUSINESS MANAGEMENT drive Doc Title: Professional Development Register < year >
7.	Update ITS administration calendar with PD activities	Chief Executive Officer	Google Calendars

8.	Complete PD activities in accordance with professional development plan and schedule	Staff member/s	
9.	Complete PD training record and upload to student portal or send to admin office	Staff member/s	This document can be found under the Staff Administration and Form section of the ITS website Doc Title: PD – Individual Training Record.docx
10.	Approve or reject staff member/s PD training record and upload document to staff member/s file	Chief Executive Officer	
11.	Update professional development register with all PD completed	Chief Executive Officer	
12.	Review and share outcomes of staff development	Staff member/s	

POLICY BASE

- Professional development policy

FORMS/RECORD KEEPING

Title	Location	Responsible Officer	Minimum Retention Period
Professional development register	SERVER: MORETON DRIVE: HSE Management FOLDERS: Individual staff folders	Chief Executive Officer	5 years
Completed Individual Training Records	SERVER: MORETON DRIVE: HSE Management	Chief Executive Officer	2 years
Calendar Events	Google Calendars	Staff member/s	2 years

IMPLEMENTATION

The Professional Development procedure will be implemented throughout our RTO via:

- Information sessions; and/or
- Training sessions; and/or
- Professional development session
- Inclusion on Intelligent Training Solutions online Policy Library

INTELLIGENT TRAINING SOLUTIONS PROCEDURE



RESPONSIBILITY

- The Chief Executive Officer is responsible for the scheduled review and maintenance of this procedure and its associated policy.
- The training manager is responsible for the administration support and the operational implementation of this policy and procedure

PROCEDURE NOTES AND EXPLANATIONS

Nil