

Procedure Name	PROFESSIONAL DEVELOPMENT PROCEDURE
Procedure Number	G009_PR (Governance)
Purpose	This procedure is to assist staff and managers at Whitehouse Institute of Design, Australia (Whitehouse) to understand professional development objectives, so as to manage the work-planning process and to provide support for professional development.
Scope	<p>This procedure applies to all staff and contractors across all areas of Whitehouse.</p> <p>This procedure has responsibilities and requires actions by the following:</p> <ul style="list-style-type: none"> • supervisors/line managers • staff interested in professional development • staff who have been recipients of professional development.
Procedure	<p>1. Identifying Directions and Objectives</p> <p>The professional development process begins with the staff member familiarising themselves with Whitehouse's planning documents. Whitehouse's workforce planning and strategic plans inform organisational priorities, directions and goals for professional development. In conjunction with outcomes from staff satisfaction surveys, student subject experience questionnaires and staff appraisal forms combined with the Professional Development Policy, which may be used to facilitate the identification and objectives of proposed professional development needs for individual permanent staff members.</p> <p>2. Planning Proposed Development with Goals</p> <p>Staff are required to submit to their line managers at the beginning of each year a Performance and Planning Review Proposal; filled in with proposed work-plans for the year. This is then collaboratively reviewed and mapped to provide the staff member with clarity on expectations for that year. The Performance and Planning Review form is reviewed at the mid-year review. Each Performance and Planning Review proposal combined with individual staff appraisal forms should be respond to the objectives and aspirations of Whitehouse, their employees and students while seeking to enhance the collective knowledge of Whitehouse. Staff members and their immediate management assume joint responsibility for producing an agreed Performance and Planning Review proposal addressing developmental objectives.</p> <p>The Performance and Planning Review proposal should include:</p> <ul style="list-style-type: none"> • a statement that outlines the value of the professional development activity to be undertaken to the staff member and Whitehouse as a whole • an outline of the processes to be undertaken which can be used as a guide and point of reference • a list of jointly agreed objectives to be achieved through the development process • identifying the method that will be used to document and disseminate processes, outcomes or knowledge achieved, benefits and possible areas for modification.

	<p>The options for documentation are a formal report, a workshop presentation and/or an article approved by the Executive Director. Such outcomes must be documented and delivered in a timely manner agreed to by the parties prior to any payment or reimbursement being made.</p> <p>The provision outlined above is mandatory if approval is to be given to a staff member. In the event that a staff member does not comply or fulfill these obligations any assistance or reimbursement made by Whitehouse must be returned or adjusted against any entitlement due to the staff member.</p> <p>3. Applying for Professional Development Support</p> <p>The provision of this clause may be negotiated through a staff member's annual appraisal and development review, related staff meeting or through the formal application processes which must then be ratified formally by the Executive Director before proceeding.</p> <p>4. Documenting and Evaluating Outcomes</p> <p>For staff who have been approved for support in professional development it is a compulsory requirement to document the activity on the Professional Development Register. Instructions for recording information on the register can be found at G:\Professional Development\How to Professional Development.</p> <p>The Executive Director must ensure that the Professional Development Register is maintained and reconciled against the approved outcomes and payments or reimbursements made. This is a compulsory requirement for staff receiving provision for professional development.</p> <p>Processes, outcomes, knowledge, benefits and areas of possible modification should be recorded within a formal report, a workshop presentation or an article.</p> <p>5. Review</p> <p>A review of the agreed support for professional development activities will be undertaken annually as part of the Performance and Planning Review process with consideration of the agreed criteria and satisfactory progress. Continuing support is subject to the completion of jointly agreed objectives. Any decision to discontinue support will be made well in advance of the recommencement of the course.</p> <p>6. Administering Financial Support</p> <p>Every application lodged for financial support will be considered on its merits and paid retrospectively on the satisfactory completion of the program approved unless otherwise agreed to by the Executive Director.</p>
<p>Relevant Legislation</p>	<ul style="list-style-type: none"> • TEQSA Guidance Note: Academic Quality Assurance • Higher Education Standards Framework (Threshold Standards) 2015 • 2016 Higher Education Support Act (2003) • Standards for Registered Training Organisations (RTOs) 2015
<p>Key Related Documents</p>	<p>Professional Development Policy</p> <p>Performance and Planning Review Template</p> <p>Staff Self Assessment Form</p> <p>Academic Workload Policy – HE</p> <p>Academic Workload Procedure - HE</p>

	<p>Learning and Teaching Policy - HE</p> <p>Learning and Teaching Procedure - HE</p> <p>Code of Conduct</p> <p>Free Intellectual Inquiry Policy - HE</p> <p>Access and Equity Policy</p> <p>Access and Equity Procedure</p> <p>Employment Policy</p> <p>Employment Procedure</p> <p>Academic Staff Handbook</p> <p>Job Descriptions - Academic</p> <p>Individual staff member's contract</p>
Definitions	Professional Development: encompasses opportunities such as staff orientation and induction, internal training and career development; teaching and learning support and programs; support in further education; participation in internal or external committees or conferences and Whitehouse governance.
Responsible Officer	Executive Directors
Approval Authority/ Authorities	Academic Board (for Academic Staff) Board of Governors
Date Approved	10/04/2017
Date of Commencement	11/04/2017
Date for Review	11/04/2020
Documents superseded by this Procedure	<p>019 – Academic - Professional Development and Academic Scholarship Policy and Procedure – July 2014</p> <p>010 – Governance - Professional Development Policy and Procedure – December 2012</p> <p>001.006 Professional Development Policy</p>
Amendment History	<p>05/2018</p> <p>Re-branding – Header & Footer only</p> <p>12/2016</p> <p>Policy and Procedures separated. Updated formatting and minor amendments</p> <p>Changed formatting</p> <p>Updated hyperlinks</p> <p>Academic and Governance versions amended to be Governance and over-arching</p>

10/12/12

Changed formatting -included procedure and policy in one document. Minor inclusions and policy wording changes but no material change to policy

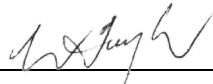
19/09/2012

Approved

9/04/2010

Prior Approval

**Signed and dated
for Whitehouse
Institute Pty Ltd**



Les Taylor

30/05/2018

Signature

Name

Date

INFORMAITON FOR PUBLISIHING ON POLICY REGISTER

Category	Governance
Stakeholders	Academic Board Executive Management Academic Staff Administration Staff Applicants to HE Programs Students