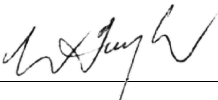
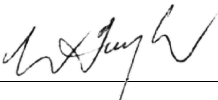
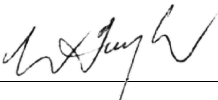


<b>Policy Name</b>	PROFESSIONAL DEVELOPMENT POLICY
<b>Policy Number</b>	G009_PO (Governance)
<b>Purpose</b>	The purpose of this Professional Development Policy is to encourage and support employees in their professional development as an integral part of employment at Whitehouse Institute of Design, Australia (Whitehouse).
<b>Scope</b>	This policy applies to full time Whitehouse employees of 12 months or longer and outlines the principles of Whitehouse providing professional development to staff. Part-time and Casual staff may be eligible for some support including cases of induction, staff meetings and briefings.
<b>Policy Statement</b>	<p>Whitehouse is committed to providing a supportive academic and organisational environment that recognises the need for quality improvement and professionalism in its workforce.</p> <p><b>Authority</b></p> <p>The decision to provide direct financial support or allocated time for professional development will be made at the discretion of the Executive Director on the recommendation of the staff member's immediate supervisor.</p> <p>Financial support for professional development is a discretionary investment on the part of Whitehouse. Workforce planning will inform professional development needs and approval, support given will be accounted for in the annual budget planning process.</p> <p><b>Criteria</b></p> <p>The following criteria will be considered in applications for support of professional development:</p> <ul style="list-style-type: none"> <li>● the relevance of the development undertaken in relation to the staff member's current and potential future job role at Whitehouse.</li> <li>● the suitability of the development proposed in relation to: <ul style="list-style-type: none"> <li>○ the staff member's role, the value the development will add to Whitehouse's workforce capabilities and Whitehouse's strategic objectives</li> <li>○ the value of the investment considering the available funds, the needs of the workforce as whole and alternate avenues of development.</li> </ul> </li> </ul> <p>Support for Professional Development should be subject to a minimum qualifying period of employment (12 months).</p> <p><b>Budget</b></p> <p>A professional development budget will be determined annually according to workforce planning.</p>
<b>Relevant Legislation</b>	<ul style="list-style-type: none"> <li>● <a href="#">TEQSA Guidance Note: Academic Quality Assurance</a></li> <li>● <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a></li> <li>● <a href="#">2016 Higher Education Support Act (2003)</a></li> </ul>

<b>Key Related Documents</b>	Professional Development Procedure Performance and Planning Review Template Staff Self Assessment Form Academic Workload Policy – HE Academic Workload Procedure - HE Learning and Teaching Policy - HE Learning and Teaching Procedure - HE Code of Conduct Free Intellectual Inquiry Policy - HE Access and Equity Policy Access and Equity Procedure Employment Policy Employment Procedure Academic Staff Handbook Job Descriptions - Academic Individual Staff Member's Contract
<b>Definitions</b>	<b>Professional Development:</b> 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 Institute governance.
<b>Responsible Officer</b>	Executive Director
<b>Approval Authority/ Authorities</b>	Academic Board (for Academic Staff) Board of Governors
<b>Date Approved</b>	13/06/2019
<b>Date of Commencement</b>	14/06/2019
<b>Date for Review</b>	13/06/2022
<b>Documents superseded by this Procedure</b>	019 – Academic - Professional Development and Academic Scholarship Policy and Procedure – July 2014 010 – Governance - Professional Development Policy and Procedure – December 2012 001.006 Professional Development Policy
<b>Amendment History</b>	05/2019 Removal of specific budget amount

	<p><b>05/2018</b> Re-branding – Header &amp; Footer only</p> <p><b>12/2016</b> Policy and Procedures separated. Updated formatting and minor amendments Changed formatting Updated hyperlinks Academic and Governance versions amended to be Governance and over-arching</p> <p><b>10/12/12</b> Changed formatting -included procedure and policy in one document. Minor inclusions and policy wording changes but no material change to policy</p> <p><b>19/09/ 2012</b> Approved</p> <p><b>09/04/2010</b> Prior Approval</p>						
<p><b>Signed and dated for Whitehouse Institute Pty Ltd</b></p>	<table border="1"> <tr> <td data-bbox="399 846 818 997">  </td> <td data-bbox="818 846 1243 997"> <p>Les Taylor</p> </td> <td data-bbox="1243 846 1521 997"> <p>05/06/19</p> </td> </tr> <tr> <td data-bbox="399 997 818 1064"> <p><b>Signature</b></p> </td> <td data-bbox="818 997 1243 1064"> <p><b>Name</b></p> </td> <td data-bbox="1243 997 1521 1064"> <p><b>Date</b></p> </td> </tr> </table>		<p>Les Taylor</p>	<p>05/06/19</p>	<p><b>Signature</b></p>	<p><b>Name</b></p>	<p><b>Date</b></p>
	<p>Les Taylor</p>	<p>05/06/19</p>					
<p><b>Signature</b></p>	<p><b>Name</b></p>	<p><b>Date</b></p>					

<p>INFORMATION FOR PUBLISHING ON POLICY REGISTER</p>	
<p><b>Category</b></p>	<p>Governance</p>
<p><b>Stakeholders</b></p>	<p>Board of Governors Academic Board Executive Management Academic Staff Administration Staff</p>