

Policy Name	PROFESSIONAL DEVELOPMENT POLICY
Policy Number	G009_PO (Governance)
Purpose	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).
Scope	<p>This policy applies to full-time Whitehouse employees of 12 months or longer and outlines the principles of Whitehouse providing professional development to staff.</p> <p>Part-time and casual staff are eligible to a range of in-house professional development support including staff induction, briefings and mentoring by senior staff, as detailed in their Individual Development and Learning Plan (ID&LP)</p>
Policy Statement	<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>Authority</p> <p>The decision to provide direct, formal 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>Criteria</p> <p>The following criteria will be considered in applications for support of professional development:</p> <ul style="list-style-type: none"> ● the relevance of the development undertaken in relation to the staff member's current and potential future job role at Whitehouse. ● the suitability of the development proposed in relation to: <ul style="list-style-type: none"> ○ the staff member's role, the value the development will add to Whitehouse's workforce capabilities and Whitehouse's strategic objectives ○ the value of the investment considering the available funds, the needs of the workforce as whole and alternate avenues of development. <p>Support for Professional Development should be subject to a minimum qualifying period of employment (12 months).</p> <p>Budget</p> <p>A professional development budget will be determined annually according to workforce planning.</p>
Relevant Legislation	<ul style="list-style-type: none"> ● TEQSA Guidance Note: Academic Quality Assurance ● Higher Education Standards Framework (Threshold Standards) 2021 ● 2016 Higher Education Support Act (2003)

Key Related Documents	<ul style="list-style-type: none"> • Professional Development Procedure • Professional Development Framework, Plan, Register • Individual Development and Learning Plan (ID&LP) • Academic Staff Qualifications Equivalence Policy and Procedure - HE • Recognition of Equivalence Process • Academic Workload Policy and Procedure - HE • Access and Equity Policy and Procedure (Staff) • Free Intellectual Inquiry Policy - HE • Privacy Policy and Procedure • Employment Policy and Procedure • Job Descriptions - Academic • Individual Staff Member's Contract • Leave Arrangements Policy and Procedure • Staff Handbook.
Definitions	<p>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 Institute governance.</p>
Responsible Officer	<p>Executive Director</p>
Approval Authority/ Authorities	<p>Academic Board (for Academic Staff) Board of Governors</p>
Date Approved	<p>20/12/2023</p>
Date of Commencement	<p>21/12/2023</p>
Date for Review	<p>21/12/2026</p>
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>12/2023</p> <ul style="list-style-type: none"> • Updated scope section related to sessional staff and key related documents section. • Checked links.

05/2019

Removal of specific budget amount

05/2018

Re-branding – Header & Footer only

12/2016

Policy and Procedures separated. Updated formatting and minor amendments

Changed formatting

Updated hyperlinks

Academic and Governance versions amended to be Governance and over-arching

10/12/12

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

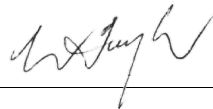
19/09/ 2012

Approved

09/04/2010

Prior Approval

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



Les Taylor

20/12/2023

Signature

Name

Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER

Category	Governance
Stakeholders	Board of Governors Academic Board Executive Management Academic Staff Administration Staff