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| 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 plan and implement professional development for its staff to build and / or enhance their capabilities in teaching and learning.  |
| Scope            | <p>This procedure applies to all staff and contractors across all areas of Whitehouse and requires actions by the following:</p> <ul style="list-style-type: none"> <li>• supervisors/line managers</li> <li>• staff interested in professional development</li> <li>• staff who have been recipients of professional development.</li> </ul>   |
| Procedure        | <p><b>1. Overview</b></p> <p>Whitehouse's workforce planning, organisational priorities, directions, and goals for staff professional development are informed by the <i>Professional Development Framework</i> and <i>Professional Development Plan Schedule</i> in conjunction with outcomes derived from staff satisfaction surveys, student subject experience questionnaires and staff reviews of their PD activities.</p> <p><b>2. The Staff Professional Development - Process</b></p> <p>The professional development process begins with staff members familiarising themselves with Whitehouse's professional development planning documents, notably:</p> <ul style="list-style-type: none"> <li>• The policy and this procedure</li> <li>• The Whitehouse Professional Development Framework</li> <li>• The Whitehouse Professional Development Plan, Schedule,</li> <li>• Recognition of Equivalence process, and</li> <li>• A range of supporting tools and instruments, for example: <ul style="list-style-type: none"> <li>- PD / scholarship activity list</li> <li>- List of Whitehouse facilitators, train-the-trainer, mentors in designated areas</li> <li>- Staff individual skills audit schedule</li> <li>- Staff Individual development and learning plan (ID&amp;LP)</li> <li>- ID&amp;LP Register</li> <li>- Staff professional development activities register.</li> </ul> </li> </ul> <p><b>3. Staff Professional Development – Preparation and Approval</b></p> <p>Staff prepare their <i>Individual Development and Learning Plans</i> (ID&amp;LP) against the background of WH's PD policy, the PD Framework's set priority focus areas, their identified knowledge / skills "gaps" arising out the self-assessment skills audit, and available Whitehouse Trainers / Mentors.</p> <p>Staff ID&amp;LPs are approved by the Founder and Executive Director, or under delegation by the Co-Executive Director or a senior Executive Management Committee staff member.</p> <p>A typical ID&amp;LP will have a range of PD activities proposed, both internal and / or external.</p> |

In the case of **internal activities**, these will be undertaken by the staff member in their own time, and where determined, supported by an assigned senior Whitehouse staff member(s) as a Trainor or Mentor.

In the case of **external activities** (e.g. attend a workshop; event or conference; undertake a formal AQF qualification study with another higher education institution), the staff member may also apply for Whitehouse funding / financial support.

Where this happens, the provision will be negotiated as part of a staff member's preparation of their *Individual Development and Learning Plan* (ID&LP), through a formal application process which must then be approved by the Executive Director. Key requirements include:

- 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.
- The provision outlined above is mandatory if approval is to be given to a staff member. If a staff member does not comply with or fulfill these obligations any assistance or reimbursement made by Whitehouse must be returned or adjusted against any entitlement due to the staff member.

#### **4. Implementing Staff Professional Development**

Staff undertake professional development as detailed in their approved Individual Development and Learning Plans (ID&LPs). Staff regularly update their ID&LPs as PD activities are completed and consult with their line manager and / or assigned mentor(s).

#### **5. Documenting and Evaluating Outcomes**

Staff undertake approved PD activities, record the outcomes, and keep their ID&LPs up to date. PD activities undertaken by staff are recorded in the Whitehouse Staff PD Register, and reported to relevant governing bodies, as required.

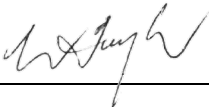
For staff who have been approved for financial support in professional development, this must be documented in the Professional Development Register, and reconciled against the approved outcomes and payments or reimbursements made.

For reporting and information dissemination purposes, the documentation can be a formal report, a workshop presentation and/or an article approved by the Executive Director, presented in a timely manner.

#### **6. Review**

Staff ID&LPs are subject to annual reviews, as agreed.

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|  | <p><b>7. Administering Financial Support</b></p> <p>Application lodged for financial support will be considered on their individual merits and paid retrospectively on the satisfactory completion of the program approved unless otherwise agreed to by the Executive Director.</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> <li>• <a href="#">Standards for Registered Training Organisations (RTOs) 2015</a></li> </ul>   |
| <b>Key Related Documents</b>           | <ul style="list-style-type: none"> <li>• Professional Development Procedure</li> <li>• Professional Development Framework, Plan, Register</li> <li>• Individual Development and Learning Plan (ID&amp;LP)</li> <li>• Academic Staff Qualifications Equivalence Policy and Procedure - HE</li> <li>• Recognition of Equivalence Process</li> <li>• Academic Workload Policy and Procedure - HE</li> <li>• Access and Equity Policy and Procedure (Staff)</li> <li>• Free Intellectual Inquiry Policy - HE</li> <li>• Privacy Policy and Procedure</li> <li>• Employment Policy and Procedure</li> <li>• Job Descriptions - Academic</li> <li>• Individual Staff Member's Contract</li> <li>• Leave Arrangements Policy and Procedure</li> <li>• Staff Handbook.</li> </ul> |
| <b>Definitions</b>                     | <p><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 Whitehouse governance.</p>   |
| <b>Responsible Officer</b>             | Executive Directors   |
| <b>Approval Authority/ Authorities</b> | Academic Board (for Academic Staff)<br>Board of Governors   |
| <b>Date Approved</b>                   | 20/12/223   |
| <b>Date of Commencement</b>            | 21/12/2023  |
| <b>Date for Review</b>                 | 21/12/2026  |

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| <p><b>Documents superseded by this Procedure</b></p>            | <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>   |                   |                   |
| <p><b>Amendment History</b></p>                                 | <p><b>12/2023</b></p> <ul style="list-style-type: none"> <li>Updated Procedure, sections 1 – 6 to align to current policy, planning and strategic documents.</li> <li>Checked the links, Relevant Legislation section.</li> <li>Updated Key documents section.</li> </ul> <p><b>0/2021</b><br/>Re-approval</p> <p><b>05/2018</b><br/>Re-branding – Header &amp; Footer only</p> <p><b>12/2016</b><br/>Policy and Procedures separated. Updated formatting and minor amendments<br/>Changed formatting<br/>Updated hyperlinks<br/>Academic and Governance versions amended to be Governance and over-arching</p> <p><b>10/12/12</b><br/>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><br/>Approved</p> <p><b>9/04/2010</b><br/>Prior Approval</p> |                   |                   |
| <p><b>Signed and dated for Whitehouse Institute Pty Ltd</b></p> |    | <p>Les Taylor</p> | <p>20/12/2023</p> |
|   | <p>Signature</p>  | <p>Name</p>       | <p>Date</p>       |

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| INFORMATION FOR PUBLISHING ON POLICY REGISTER |   |
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| <b>Category</b>                               | Governance  |
| <b>Stakeholders</b>                           | Academic Board<br>Executive Management<br>Academic Staff<br>Administration Staff<br>Applicants to HE Programs<br>Students |