

**Staffing and Employment**  
**HACC Standard 3**  
**AQTF Standard 7**  
**Review Date June 2011**

**Policy Number: SE6**  
**Number of pages: 3**  
**Attachments: Nil**

## **POLICY REGISTER**

**Subject: Staff Development**

### **Primary Responsibility:**

Operations Manager/Executive Officer and staff.

### **Policy Statement**

WSCF is committed to developing the skills and knowledge of staff, and volunteers to enable them to perform at the highest level. WSCF recognises the breadth of skills and knowledge required by its staff, including sector/systemic advocacy, networking, planning, research, facilitation and communication skills, and current industry training requirements.

### **Procedure**

#### **The specific goals of staff development are:**

- To provide skills development.
- To provide opportunities for continuing education by which knowledge and skills are kept current.
- To provide the opportunity to engage with other professionals, facilitating support, solidarity, networking and information exchange.
- To communicate that their development as a contributing staff member, contractor or volunteer is valued as an integral part of the operation of WSCF.
- Training contractors will be kept abreast of current Nationally Accredited Training requirements, invited to participate in in-service training with staff, and will be encouraged to undertake their own professional development to keep abreast of industry needs.

#### **Learning and development may take the form of:**

- Training provided both externally and internally
- Attendance at conferences and seminars
- Subscription to journals or membership of professional bodies
- Study courses including distance education and formal programs of study
- Peer group networks

#### **Criteria for approval**

Approval for learning and development is based on an assessment of:

- Professional development goals identified during induction or appraisal processes
- Workplan
- WSCF goals and strategic direction
- Staffing levels

**Approval**

The Operations Manager and/or Executive Officer can approve learning and development activities.

Operations Manager and/or Executive Officer can approve applications for study leave.

**Entitlements**

A budget allocation for each staff person will be made on annual basis. Expenditure beyond the allocation must be approved by the Executive Officer.

Staff may apply for study leave in accordance with the entitlements contained in the WSCF Employment Conditions.

Time taken to attend conferences approved by the employer shall be paid as time worked.

The Operations Manager and/or the Executive Officer will determine the extent of paid and TIL hours accrued for conference attendance and/or travel outside normal working hours.

**Obligations**

Whenever a member of staff undertakes any learning and development activity they will be given the opportunity of passing on relevant skills/information to other staff at staff team meetings.

Staff should ensure their training commitments do not interfere with their other work commitments.

All manuals/publications accompanying courses undertaken remain the property of WSCF and should be made available to other staff.

**Adopted by the Board on:*****CROSS REFERENCE***

- GP5 Privacy & Confidentiality Policy
- SE4 Staff Management Policy
- SE2 Equal Employment Opportunity Policy
- GP6 Conflict Resolution Policy
- Staff Induction Kit