



PROFESSIONAL DEVELOPMENT AND TRAINING POLICY

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1. Policy Statement

Professional Development and Training is provided to staff of Berry Street (BSV) to meet organizational, program and professional objectives. It is a priority of BSV to achieve and maintain a positive learning environment, to ensure competent, accountable performance, continuing professional development and support. Professional Development and Training is one of a range of strategies to achieve this.

2. Principles

- 2.1 BSV believes that all our staff are entitled to regular, planned and on-going professional development and training to do their job.
- 2.2 BSV believes that all our service users are entitled to the highest possible quality of service, and that regular professional development and training plays an integral part in the provision of skilled, professional and accountable service delivery.
- 2.3 BSV believes that the provision of professional development and training provides invaluable opportunities for us to learn from each other and initiate, review and refine our practices to ensure continuous improvement to best meet the needs of our staff and service users.
- 2.4 BSV believes that all staff have a responsibility to perform their role to the highest possible standard in accordance with the Position Description and in line with the Organisational Values and their Employment Agreement.

3. Definitions

- 3.1 Professional Development and Training
Professional Development and Training incorporates all professional development opportunities where staff are increasing their knowledge, skills, experience and competencies to fulfill their role as an employee of BSV.

These opportunities are provided through:

- Organisational, program and worksite orientation
- Induction training and support
- On-going training and support
- Attendance, presentation and participation in conferences, seminars and workshops
- Worksite, team and staff group meetings/retreats
- Organisational, regional and program strategic planning days
- Regular supervision and support at an individual and team level (refer Staff Supervision and Support Policy)
- Enactment of Staff Development Plans (refer Staff Appraisal Policy)
- Study Leave (refer Study Leave Policy)
- Graeme Gregory Fellowship
- External Fellowships and/or scholarships

- Secondments
- Student Placements

3.2 Supervisor

Within this policy the term ‘Supervisor’ refers to any person within the agency who has supervisory responsibilities as defined in Staff Supervision and Support Policy.

3.3 Manager

Within this policy the term ‘Manager’ refers to the person responsible for Professional Development and Training applications within their team.

3.4 Senior Manager

Within this policy the term ‘Senior Manager’ refers to the relevant member of the Senior Management Team for the program/region.

4. Purpose of Professional Development and Training

Professional Development and Training provides an opportunity for staff to:

- 4.1 Ensure accountability to, understanding and implementation of Berry Street’s vision, principles, values and goals.
- 4.2 Develop skills, knowledge, experience and competencies to ensure best practice and the provision of quality services.
- 4.3 Share skills, knowledge and experience to ensure best practice, provision of quality services and promote BSV.
- 4.4 Reflect on and learn from practice at an organizational, regional, program and individual level.
- 4.5 Increase skills, knowledge, experience and competencies to enhance career options.

5. Scope of Policy

All Berry Street permanent staff.

6. Minimum Standards

6.1 Professional Development and Training Opportunities

The frequency and forms of professional development and training will vary throughout BSV to reflect the organisation's training priorities, the diversity of the programs, the nature of the work, the varying responsibilities, needs and experiences of staff and budgetary considerations. All staff are entitled to the following professional development and training opportunities.

- 6.1.1 The provision of a worksite and program orientation within the first week of employment, coordinated at a program level.
- 6.1.2 The provision of an organizational orientation within the first three months of employment, coordinated at an organizational level.
- 6.1.3 The provision of relevant induction training and support within the first three months of employment, coordinated at an organizational, regional and program level.
- 6.1.4 The provision of relevant on-going training and support, coordinated at an organizational, regional and program level.
- 6.1.5 Participation in regular worksite, team and staff group meetings/retreats.
- 6.1.6 Participation in organizational, regional and program strategic planning days.
- 6.1.7 Regular supervision and support according to the Supervision and Support policy.
- 6.1.8 Development and implementation of individual Staff Development Plans according to the Staff Appraisal policy.
- 6.1.9 Participation in and presentation at relevant conferences, seminars and workshops
- 6.1.10 Study leave according to the Study Leave policy

6.2 Professional Development and Training Procedures

The following procedures should be followed for accessing any internal and external professional development and training, whether there are costs associated with this or not.

- 6.2.1 Supervisors are to advise staff of relevant internal and external professional development and training opportunities.
- 6.2.2 Individual staff are to consult with their relevant Supervisor on any internal or external professional development and training they wish to access and complete a Professional Development and Training Application form. (Appendix One)

- 6.2.3 The relevant Supervisor's recommendation for support of the application will be based on whether the professional development and training opportunity meets the organizational, program and professional objectives identified through the planning process, Professional Development Plan, supervision and budgetary considerations.
- 6.2.4 Final approval for attendance at professional development and training opportunities will be made by the relevant Senior Manager upon the recommendation of the relevant Supervisor and/or Manager, where the Supervisor is not the Manager.
- 6.2.5 Where approval for attendance has not been granted, the relevant Supervisor and/or Manager will inform the staff member of the reason why.
- 6.2.6 If a staff member is dissatisfied with the outcome of the Professional Development and Training application, a request to review the decision can be made through Line Management.

6.3 Professional Development and Training Applications

- 6.3.1 Staff are required to complete the relevant section of the Professional Development and Training Application form (Appendix One) and forward to their Supervisor with relevant documentation attached.
- 6.3.2 The Supervisor is to complete the relevant section of the form and forward to their Manager (where the Supervisor is not the Manager) with relevant documentation attached, if recommending support of the application.
- 6.3.3 The Manager is to forward the application to the designated Senior Manager for final endorsement.
- 6.3.4 The designated Senior Manager is to complete the relevant section of the form and forward the approved completed application to the Manager Training Development and a copy to the relevant Supervisor.
- 6.3.5 Records of Professional Development and Training Application forms are to be kept by the relevant Supervisor and Manager Training Development.

6.4 Professional Development and Training Feedback

- 6.4.1 All staff who have attended professional development and training are required to complete a Professional Development and Training Feedback form (Appendix Two).
- 6.4.2 Staff are to forward copies of this Feedback form to their Supervisor and to the Manager Training Development.

6.5 Staff Development and Training Reports

Where staff have attended a Conference as a representative of BSV, they are required to complete a conference report for presentation as outlined in the Guidelines for Attendance at Conferences (Appendix Three).

7. Responsibilities of Staff

- 7.1 Familiarize themselves with the Professional Development and Training policy after being provided with an overview by their Supervisor.
- 7.2 Attend and participate in worksite and program orientation, organizational orientation and organized induction and on-going professional development and training.
- 7.3 Develop skills, knowledge, experience and competencies to ensure best practice and provision of quality services.
- 7.4 Share skills, knowledge and experience to ensure best practice, provision of quality services and promote BSV.
- 7.5 Participate in regular worksite, team and staff group meetings/retreats.
- 7.6 Participate in organizational, regional and program strategic planning days.
- 7.7 Attend professional development and training opportunities identified in their Professional Development Plan.
- 7.8 Take up opportunities such as study leave and the Graeme Gregory Fellowship as advertised in the Berryland Banner.
- 7.9 Consult with relevant Supervisor on any internal or external professional development and training activities they wish to access.
- 7.10 Complete the relevant section of the Professional Development and Training Application form and attach all relevant documentation and forward to Supervisor.
- 7.11 Complete the Professional Development and Training Feedback form.

- 7.12 Forward a copy of the Feedback form to their Supervisor and the Manager Training Development.
- 7.13 Complete a conference report for presentation as outlined in the Guidelines for Attendance at Conferences (Appendix Four).

8. Responsibilities of Supervisors

- 8.1 Provide new staff with an overview of the Professional Development and Training policy during their induction period.
- 8.2 Advise staff of relevant internal and external professional development and training opportunities.
- 8.3 Ensure the professional development and training meets the organizational, program and professional objectives, identified through the planning process, Staff Development Plan and supervision.
- 8.4 Inform staff if approval for professional development and training has been granted, and if not the reasons why.
- 8.5 Complete the relevant section of the Professional Development Application Form and forward to the relevant Manager with all relevant documentation attached.
- 8.6 Keep a copy of completed Professional Development and Training Application and Feedback forms.
- 8.7 Maintain a summary of Professional Development and Training opportunities attended by staff they have supervision responsibilities for. (Appendix Five)

9. Responsibilities of Managers

- 9.1 Complete the relevant section of the Professional Development and Training Application form and forward to designated Senior Manager if supportive of application.
- 9.2 Where support for the application is not given, record on the application form the reasons why, return form to the Supervisor and directly inform the staff member of why support for their application was not given.

10. Responsibilities of Senior Managers

- 10.1 Decide if approval for Professional Development and Training is granted.
- 10.2 Complete the relevant section of the Professional Development and Training Application Form.
- 10.3 Forward a copy of completed Application Form to the Manager Training Development and relevant Manager.
- 10.4 Authorise payment for Professional Development and Training coming from Regional Staff Training budgets.

11. Responsibilities of Manager Training Development

- 11.1 Provide information on professional development and training opportunities for staff through Berryland Banner, Manager's Bulletin and targeted communication where appropriate.
- 11.2 Assist Supervisors in implementing individual staff member's Professional Development Plan.
- 11.3 Maintain copies of Professional Development and Training Application and Feedback forms.
- 11.4 Authorise payment for Professional Development and Training coming from the Central Training Budget.
- 11.5 Provide review and feedback on professional development activities undertaken to the Senior Management Team as part of preparation of annual training plan.
- 11.6 Develop the Organisational Training Plan to reflect Berry Street's organizational priorities.

12. Documentation Relevant To This Policy



Berry Street Staff Appraisal Policy - Edition 2



Berry Street Supervision Policy - Edition 2



Berry Street Staff Employment Policy



Berry Street Study Leave Policy



Berry Street Annual Training Plan

13. Revision Record**Date Issued:****Description of Change:**

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