

	Operations Manual 2011
Staff Professional Development	

Marymead is committed to providing resources to cater for employee's professional development requirements. Core professional development has been identified. (see attachment) In addition, each Marymead program is funded separately to provide for training requirements arising from program needs and individual employee needs as identified in supervision and annual appraisal.

Professional development opportunities apply to all ongoing (permanent) employees as a general rule. However, non-ongoing (temporary and casual) employees may be required to attend training as a requirement of their jobs.

Some examples of professional development activity may include:

- seminars, including in-house seminars;
- conferences;
- workshops, including in-house workshops;
- short courses;
- OH&S related training;
- job specific training; and
- lectures and/or training packages.

All staff are required to keep a record of their professional development and this will be reviewed during supervision sessions and annual appraisals. (see Staff training record in Attachment folder 6 – Workplace support of workers.)

Scholarships

Each ongoing employee who has successfully completed their probationary period is entitled to apply for a scholarship to engage in a formal course of study which leads to a recognisable qualification and is directly related to their current job.

Marymead considers it important that employees are supported to gain qualifications that will assist their own personal and professional development, and, at the same time, contribute to quality service delivery, which in turn benefits the children and families with whom Marymead works.

Scholarships will generally be a mixture of fees or other expenses paid and time allowed for study. Entitlements may vary from year to year and from person to person depending on a number of factors including cost of course and number of applicants for a scholarship in a calendar year. Scholarship entitlements will be pro-rata, according to standard hours worked per week, and must be for study directly related to the employee's current job.

From time to time, employees may apply for time to conduct research relevant to their program's and the organisation's needs. The management team will consider such requests and individual arrangements may be made.

Scholarship applications must be supported by the employee's Program Manager and Director and submitted to the . CEO Final approval will be given by the CEO. The administration is managed through Human Resources.

Notice will be given in the second half of the year inviting staff to apply for scholarships for the following year, but staff may apply during the first half of the year for study starting in second semester. (see Common Drive)

Successful applicants will be required to:

- show proof of enrolment;
- keep Marymead informed of their progress by showing semester results;
- repay monies paid if they withdraw from a unit; (unless there are extenuating circumstances) and
- scholarships will be reviewed if the employee's study performance is not satisfactory.

Professional Supervision

Marymead recognises that staff with professional qualifications such as Social Work and Psychology, may be required to undertake supervision requirements as a component of their professional development and/or registration requirements. Marymead is committed to supporting staff to attain and retain their professional qualifications.

Wherever possible; suitably qualified internal Marymead staff will provide professional supervision to staff. An external supervisor will only be found if no internal supervisor is available.

Marymead will support staff to participate in professional supervision related to their qualifications as follows:

- Staff will be given work time to attend professional supervision as required by their professional organisation.

- Marymead program budgets will be used to cover the associated costs of professional supervision. That is, the recipients program will pay the supervisors program for the staff time costs associated with providing the supervision. Should the program budget experience a shortfall at the end of the financial year, Administration funds will be used to cover these supervision costs.
- If external supervision, that staff would otherwise have to pay for themselves, is required, staff can apply for a Marymead scholarship to cover part of this cost. Marymead scholarships are covered by Administration funds (See section 6.3.1).

UNDER REVIEW