



Continuing Professional Development (CPD) POLICY

Policy Aim

Continuing Professional Development (CPD) is integral to personal job satisfaction, workplace productivity, reward and recognition. It is critical to the achievement of the College's mission, including its Teaching and Leadership services. Therefore, the aim of this Policy is to encourage and support staff members in their professional and career development as an integral part of their employment with the College

Community College-Northern Inland Inc is committed to ensuring that all employees have the opportunity to review and develop their professional practice on an on-going basis so that their knowledge, skills and performance standards are maintained and the provision of high quality Teaching and Leadership services are optimised. Continuing Professional Development (CPD) for staff is linked to all dimensions of the College Strategic Plan and is highlighted in the following strategies:

- promote professional learning of all staff with the development of skills, capabilities, leadership, teamwork, trust, potential and collaborative practice; and
- ensure the provision of diverse development opportunities which meet the needs of the staff and the College.

Community College-Northern Inland Inc's CPD program is applicable to:

- ⊕ Trainers
- ⊕ Assessors
- ⊕ Administration Officers
- ⊕ Individuals in an RTO Management Role
- ⊕ Management Committee/Board Members.

The CPD program includes continuing professional development in four (4) key activity areas drawn from the VET Practitioner Capability Framework (VPCF):

- Teaching/Training including Recognition processes
- Assessment including validation of assessment practices and liaison with local industry and maintain skills currency to industry standards
- Contract Compliance
- Industry Collaboration.

Community College-Northern Inland Inc CPD program will:

- Address whole college issues and priorities as embodied in the College Strategic Plan
- Satisfy the requirements for the NSW State Training Services Smart and Skilled Teaching and Leadership Policy and other external authorities to which the College is accountable
- Be planned and well-coordinated.
- Ensure equitable access for all staff
- Incorporate a balance between employer and employee time
- Link CPD opportunities with enhancing staff capacities and the Staff Performance Review process including mapping skill levels to the VET Practitioner Capability Framework
- Encompass expectations of shared learning and promote opportunities for this to occur
- Be supported by the College annual budget
- Allow for certification and recording at the individual participant level
- Be reviewed annually to incorporate improvements and refinements in response to industry, clients and staff feedback
- Allocate responsibility to the Executive Officer of the Community College for ensuring the CPD policy is implemented and the outcomes are reported to the Management Committee/Board.



PROCEDURE:

Community College-Northern Inland Inc CPD program includes the following:

Continuing Professional Development of Smart and Skilled staff will be incorporated in the existing Staff Professional Development Policy and Plan as required by ASQA.

The College is aware that The Department of Education and Communities may identify professional development needs at an audit or through other avenues and understands that it has a contractual obligation to ensure that requirements are met.

Internal Learning Opportunities

There is no limit to the number of internal work-related courses an employee may undertake. It is anticipated that these will be identified and planned for during the performance review process. Attendance without cost for any work-related course is at the discretion of the Executive Officer or in the case of the EO, at the discretion of the Management Committee. An enrolment form is to be completed by the employee for all in-house courses attended.

External Learning Opportunities

All employees are encouraged to improve their skills and qualifications by accessing appropriate training from outside organisations. Appropriate external training/professional development will be identified by the employee and/or the Executive Officer. XYZ Community College will make every effort to support the employee access to training, which directly relates to employment. Financial support will be provided within financial constraints.

Other Learning Opportunities

- acting in a position during another's absence
- managing specific projects in a different area
- working with other staff as an assistant to learn new areas
- acting as a mentor to another staff member.

Responsibility of Staff:

- To identify and actively pursue appropriate professional development activities with reference to professional currency/compliance and professional learning
- To complete the Professional Development Application Form, with signed endorsement from the Executive Officer
- To engage in critical reflection of professional development activities and their relevance for the College
- To utilise mechanisms for reporting and information sharing according to the principles of this policy. This may include presenting a brief in-service to staff about the knowledge obtained from the professional development event
- To track, monitor and record their continuing professional development.
- Evidence of attendance at Professional Development activities and workshops will be supplied by staff (e.g. copies of Certificates of Attendance, Statements of Attainment, Letters of Confirmation) and stored in their personal file

Responsibility of Executive Officer and/or Program Managers:

- To ensure the CPD program is supported by the College annual budget
- To ensure CPD activities are linked to the Staff Performance Review process
- To review the CPD applications with respect to timing and the College calendar
- To consult with the Management Committee if the CPD activity is atypical
- To ensure CPD undertaken is recorded on the individuals' employee file.

Responsibility of Management Committee:

- To identify and actively pursue appropriate CPD activities, especially in relation to contract compliance
- To approve funds for the training of Management Committee members within budgetary constraints.

Conflict of Interest

Following reference to ASQA, it is noted that there are no rules preventing Community College-Northern Inland Inc from



providing CPD for its own staff. However, an auditor may look closely at assessments to ensure the assessor does not have a conflict of interest. Where a potential conflict of interest may exist, a third party review of assessments is to be conducted to ensure the evidence presented is supportive of the qualification awarded.