

PROFESSIONAL DEVELOPMENT POLICY

Revision 1.1 November 2017

PURPOSE

MiTraining is committed to providing and/or supporting Professional Development (PD) opportunities to all employed and contracted staff, trainers and assessors. Where appropriate, MiTraining will provide relevant opportunities for professional development and monitoring of performance.

The purpose of the development of this policy is to outline the organisation's policies and standards for staff/contractor professional development.

SCOPE

This policy and accompanying procedures pertain to all trainers/assessors delivering and/or assessing the organisation's vocational qualifications, courses and programs and RTO staff.

POLICY

All staff, trainers and contractors of the organisation's nationally recognised training programs must meet national benchmark competency requirements and are required to continue to develop their competence and industry relevance.

In accordance with the Standards for RTO's, MiTraining establishes and verifies that trainers and assessors meet national benchmark competency requirements and continue to develop their competency by:

- a) Supporting them in meaningful engagement with industry and relevant professional bodies;
- b) Supporting their professional development in teaching and learning methods;
- c) Fostering a culture of critical evaluation and innovation.

MiTraining utilises a systematic and continuous improvement approach to the overview and management of professional development for trainers/assessors and support staff.

The RTO Training Manager will evaluate all professional development activities and analyse feedback from training course participants to develop PD programs or referrals for other types of training to address identified needs and/or gaps.

MiTraining will provide professional development activities and/or time to attend such activities to all trainers/assessors and RTO staff.

PROCEDURES

Information and advice on professional development requirements and opportunities will be provided to all prospective staff/contractors during the recruitment process. The information is further outlined at staff induction advising the need to undertake professional development to

maintain competency in relation to their current positions and Training Packages or courses that they will be required to deliver.

In relation to professional development MiTraining will provide regular information sessions and bulletins to all staff and contractors regarding workplace relevant internal and external training workshops and short courses.

The RTO Training Manager will ensure that PD events are communicated extensively to all staff and contractors. Professional Development can include, but is not limited to:

- a) Attendance at relevant professional workshops, seminars or conferences on training and assessment;
- b) The participation in networks or training practice communities or mentoring activities;
- c) Fulfilling industry licensing or regulatory requirements;
- d) Industry and professional association membership CPE;
- e) Attendance at professional development activities run by industry skills alliances;
- f) Undertaking specific training courses in new areas or skill sets;
- g) Researching data from students or stakeholders;
- h) Researching information from regulatory bodies;
- i) Participation in projects with industry;

The RTO Training Manager will provide opportunities in regular staff and contractor's reviews and annual appraisals for staff and contractors to propose PD opportunities.

MiTraining will include in its annual operating budget funding to support the professional development of its staff and contractors.

Staff training at team meetings and training day attendance PD attendances in the Trainer Professional Development Register.

Development and Monitoring Procedures for Professional Development

This policy and accompanying procedures will be included in the Staff Orientation and Induction process.

The RTO Training Manager will monitor the level of professional development within the organization and opportunities for training will be identified.

The RTO Training Manager will consider the following priorities when allocating resources for professional development:

- a) Information provided in the Professional Development Trainer Plan made by the individual in support of their need for professional development;
- b) The need to up-skill non-training members of staff or contractors involved in the organisation, such as customer services tools or marketing staff;
- c) The strategic plan of the organisation in relation to VET professional development;
- d) Other professional development initiatives;
- e) The RTO Training Manager will approve professional development only when the recipient agrees to complete an evaluation form at the completion of the activity. The evaluation form is to focus on the benefit of the professional development to the individual, specifically the skills identified by the individual before the activity and the benefit that can be shared with the organisation.

Contract trainers/assessors will be provided with the opportunity to access the organisation's professional development activities, however, each individual trainer/assessor is ultimately

responsible for ensuring their professional development and currency of their industry knowledge and skills.

All staff and contractors of MiTraining involved in VET delivery will undergo an annual refresher course on the organisation's Policies and Procedures relating to VET and government funded programs during the Professional Development Period each year or during meetings as the need arises.

RECORDS MANAGEMENT

All documentation from the development of training and assessment strategies and resources process are maintained in accordance with the Records Management Policy. Refer to the Records Management Policy,

MONITORING AND IMPROVEMENT

All development of training and assessment strategies and resources practices are monitored by the Training Manager and areas for improvement identified and acted upon. Refer to Continuous Improvement Policy.

CONTINUOUS IMPROVEMENT AND REVIEW OF POLICY

This Professional Development Policy and accompanying procedures for vocational education and training systems of the organisation will be continuously implemented and reviewed for areas of improvement. The policy and accompanying procedures will be formally reviewed annually as part of the general continuous improvement process.

POLICY PUBLICATION

All policies and procedures that are applicable to prospective students/trainees and enrolled students/trainees and all organisation staff are made available where required and form part of the induction and orientation for staff and students and are made available via the website, student administration and internal electronic systems.

NOTES

<i>Related Policies/Procedures:</i>	<i>Continuous Improvement Policy Management of RTO Policy Trainer and Assessor Qualification Policy</i>
<i>Related Documents/Forms:</i>	<i>Professional Development Plan Template Trainer Professional Development Register</i>
<i>Related Legislation:</i>	<i>N/A</i>
<i>Guidelines:</i>	<i>N/A</i>
<i>Approved By:</i>	<i>Chief Executive Officer</i>
<i>Date of Next Review:</i>	