

Policy and Procedure Guide

Subject: Professional Development for Non Teaching Staff	Date Effective: September 2011
	Review Date: By end of December 2012

Responsible to: General Manager**Applies to:** All Non Teaching Staff

Purposes:

1. To promote the professional development of staff, ensuring that all staff are actively involved in ongoing training and development.
2. To provide formal opportunities for feedback to staff on their professional practice.
3. To establish processes and procedures that identify and meet the needs of all staff for professional development.

Definitions:

- “Professional development” includes support and advice, courses and other opportunities through which staff receive knowledge, skills and attitudes to enhance their work for the Association.

References:

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POLICY

1. The Association acknowledges that professional development yields benefits for everyone involved at all levels of the organisation.
2. The Association supports ongoing professional development for all staff as part of a continuous improvement model.

PROCEDURES

1. The Association shall allocate funds annually for professional development.
2. Staff will identify their professional development requirements at the time of their appraisal and/or review.
3. Additional opportunities may be provided to meet professional needs as they arise.