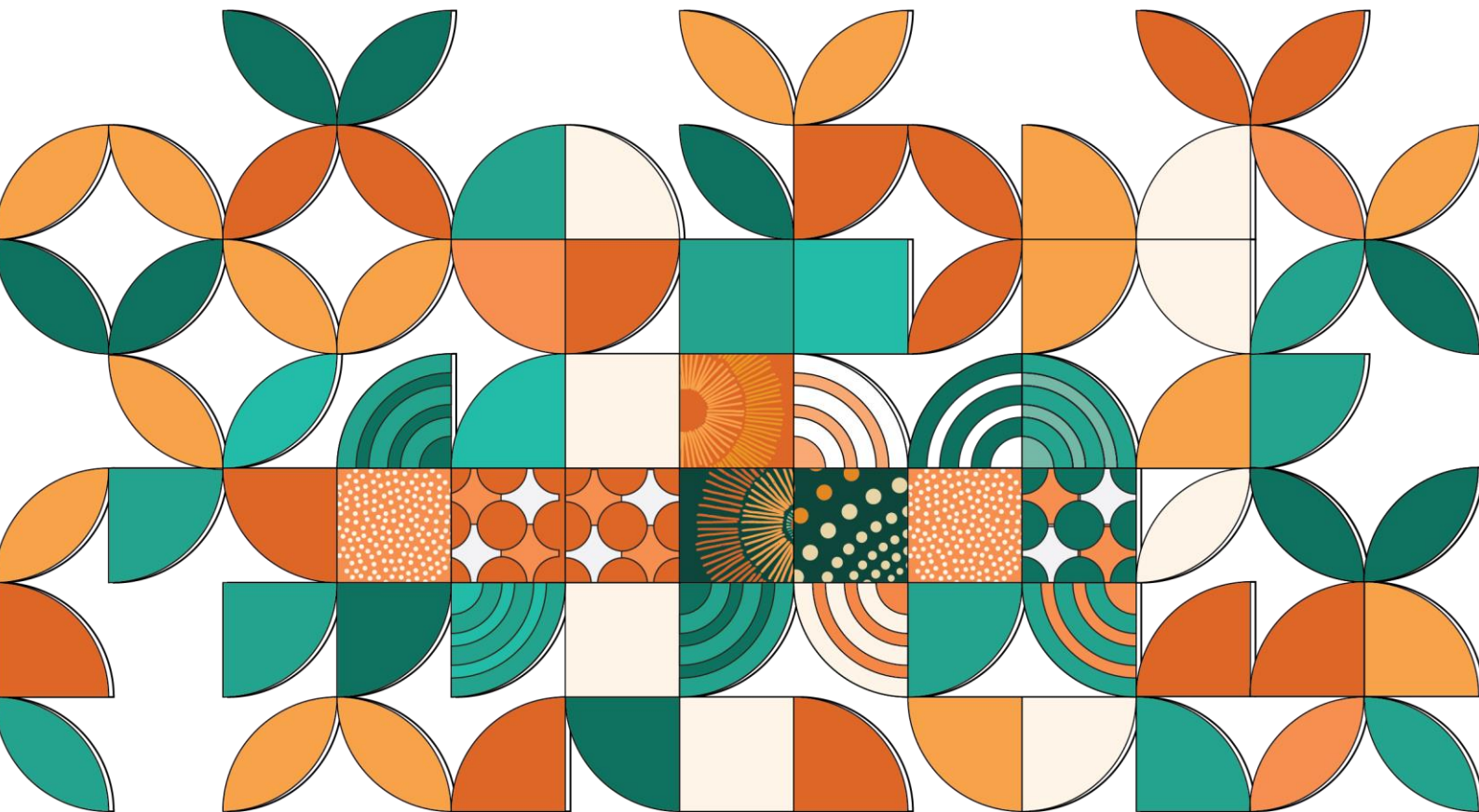# Professional Development, Further Education and Scholarly Activities Policy

SECTION 1

1. Purpose

1.1 The objective of the professional development, further education, and scholarly activities policy is to provide a structured environment for learning and development for the staff employed in the Institute of Health and Nursing Australia (IHNA). This policy also aims to help all employees of IHNA, who wish to undertake Professional Development training, further education/scholarly activities with the support of IHNA.

2. Scope

2.1 This policy is applicable to all staff employed at IHNA.

3. Definitions

Professional Development means activities that develop and/or maintain an individual's skills, knowledge, expertise, and other characteristics as a staff. This includes both formal and informal activities that encompass vocational competencies, currency of industry skills, knowledge and practice of vocational training, learning and assessment, including competency based training and assessment.

Scholarly Activities: Discovery of new knowledge; Development of new technologies, methods, materials, or uses; and integration of knowledge leading to new understanding.

SECTION 2

4. Policy

4.1 The development and implementation of this policy is underpinned by the following principles:

   a. IHNA will maintain a professional and personal development plan for each staff member. IHNA's role in this is as a supportive facilitator. It will be up to the staff to take a leading role in managing their own development.

   b. IHNA will implement various forms of professional development activities internally, which include, but not limited to, Toolbox sessions, Academic Scrum sessions, Business Scrum sessions and Brown Bag Workshops.

   c. IHNA may, from time to time, require staff to attend specific training or instruction delivered by internal or external facilitators. This may be on or off-site. Development may take the form of training, education, mentoring, coaching, or counselling.

d. Each full-time staff is entitled to 20 hours of professional development hours per year. For team leaders/ managers, this includes 8 hours of external paid professional development hours and 12 hours of internal training sessions. Part time employees will accrue professional development hours on a pro-rata basis.

e. Staff can submit expression of interest to undertake professional development/further education and scholarly activities by submitting an application on Knowledge Hub.

f. Note: Staff are not entitled for travel and food expenses claims for attending professional development programs.

g. Casual staff are not entitled for paid professional development hours. IHNA may request casual staff to do professional development activities, if it is a mandatory requirement for their position.

4.2   External Professional Development

a. Only team leaders and managers are entitled for external paid professional development hours. In unavoidable circumstances, this could be delegated to any of the team members. External course fee will be approved at IHNA's sole discretion. The expenses for the professional development courses should be within the allotted annual budget for each department/team. Team Managers/Managers are required to conduct internal training sessions for the team members after attending the external training sessions. External professional development activities cannot exceed a total of three (3) working days.

b. Staff undertaking external professional development activity are required to submit out of office request along with the external training application.

a.   Further Education and Scholarly Activities

a. IHNA may offer assistance and funding to eligible staff to pursue further education and/or study options that fall outside the scope of IHNA's Internal and External training/professional development programs.

b. Any further study funded by IHNA must have a direct correlation to the staff's immediate role, or their future career path within IHNA as well as providing some short- or long-term benefit directly to IHNA. It is a requirement that any courses being undertaken in conjunction with the further study policy must be provided by a recognised educational institution which provides accredited courses culminating in a degree, diploma, certificate, or similar qualification.

c. Whilst approval may be given to a staff member to undertake an education program (i.e. certificate, diploma, and degree courses), study will be funded on a unit-by-unit basis and funding for subsequent units may be withdrawn at IHNA's sole discretion. Staff can apply to

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obtain 50% funding for fees associated with each course. Refer to the professional development, further education, and scholarly activities procedure for further details.

5.   Responsibility

5.1   The Staff Development Coordinator is responsible for implementing and monitoring the policy. The People and Culture department and individual Department Head/Manager has the overall responsibility to ensure the effective implementation of the policy. Other responsibilities are mentioned in this policy.

SECTION 3

6.   Associated Information

Related Internal Documents	• Professional Development, Further Education, and Scholarly Activities Procedure • Staff Recruitment Policy • Trainer/Assessor Policy • Performance Management Policy
Related Legislation, Standards, and Codes	• Standards for RTOs 2015 • National Code of Practice for Providers of Education and Training to Overseas Students (2018) • Enrolled Nurse Accreditation Standards 2017
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7. Change History

Version Control	Version 3.0	
Version No.	**Date**	**Brief description of the change, incl version number, changes,who considered, approved, etc.**
V.2.0	10/03/2021	Separated Policy document from Procedure, revised and updated with pertinent sections
V.3.0	23/11/2023	Updated in the new IHNA template

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