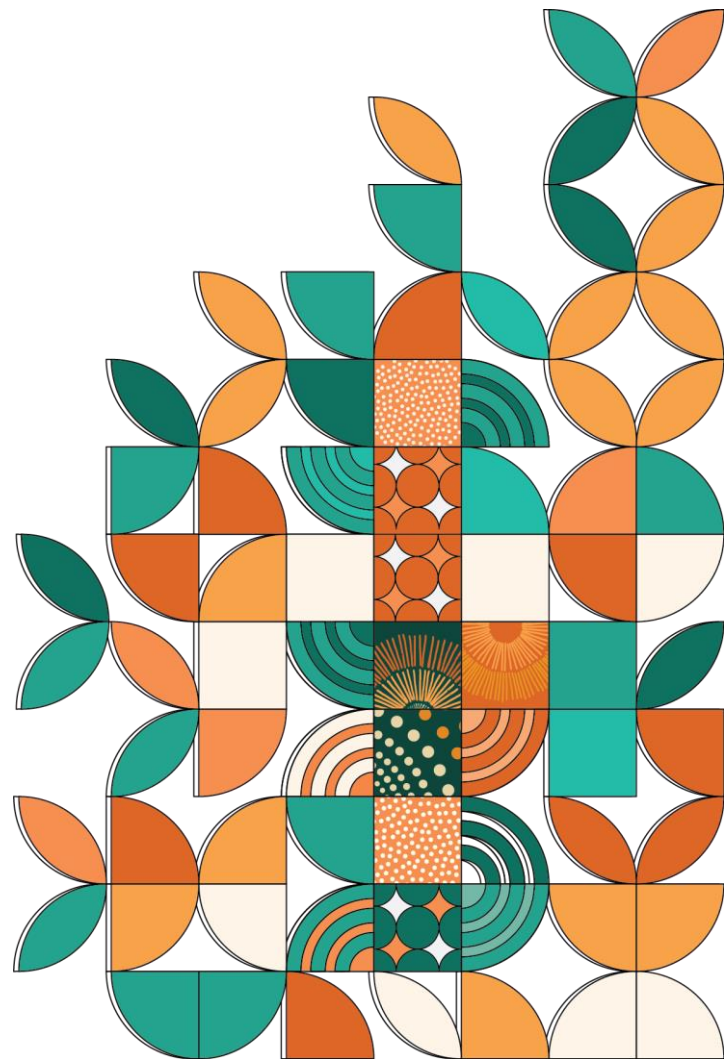


Professional Development, Further Education and Scholarly Activities Procedure



SECTION 1

1. Purpose

- 1.1 The purpose of this procedure is to support and implement necessary high-quality training and educational activities to provide a structured environment for learning and development for IHNA staff members. This procedure also aims to provide assistance to all employees of IHNA, to ensure personal growth and development, improved collaboration, innovation and a positive work environment in accordance with the IHNA's goals and objectives.

2. Scope

- 2.1 This procedure applies to all staff employed by IHNA.

3. Definitions

- 3.1 Refer to the Professional Development, Further Education and Scholarly Activities Policy and Glossary of Terms.

SECTION 2

4. Procedure

- 4.1 IHNA's initiatives to support and develop staff skills and effectiveness include:
- Needs Identification and Planning:** The following procedures are performed to identify needs, as well as conducting regular assessments through various methods such as individual and group discussions to understand individual development goals and challenges. Complete evaluation of staff performance and identification of areas for improvement. Regular information about industry trends and emerging skills requirements.
 - Development of a comprehensive plan:** Based on identified needs, a documented plan will be generated outlining: clear objectives, target audience: such as new staff, trainers, assessors, academic and non-academic personnel including all support staff of IHNA. Appropriate activities will be taken and necessary steps for the execution including formal training, informal learning, validation/moderation, and mentorship. A specific realistic timeframe will be assigned for each activity and the overall program. Sufficient budget will be allocated from the IHNA to ensure the availability of necessary resources and materials.

c. **Implementation:** The IHNA Staff Development Activities Plan is broken down into the following areas: The Staff Development Coordinator will be responsible for planning of appropriate trainings or learnings in accordance with the individual consultation of the employee or departmental head/managers. The Key Resources are focused on the readily available IHNA internal trainings/learnings resources such as different course modules/units, ELMO learning resources and Velg training platform (<https://www.velgtraining.com/>).

- **Formal Training:** Organising workshops, conferences, or accredited/non accredited courses on relevant topics aligned with industry updates, training package requirements, and methodologies.
- **Informal Learning:** Encouraging staff to participate in industry events, professional associations, online resources, self-directed learning, and peer learning groups.
- **Validation and Moderation:** Facilitate participation in activities like external validation and internal moderation to ensure assessment practices meet industry standards and RTO requirements.
- **Mentorship and Coaching:** Implementing a structured mentorship program where experienced staff guide and support new or developing personnel.
- **Implementing various forms of professional development activities internally,** which include, but are not limited to, Toolbox sessions, Academic Scrum sessions, Business Scrum sessions and Brown Bag Workshops.
- **Each full-time staff will be 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.
- **Staff need to submit an expression of interest to undertake professional development/further education and scholarly activities by submitting an application on Knowledge Hub (IHNA Knowledge Hub>office portal>staff training>Further Education>Add Request).**
- **While submitting the application, all relevant documentation regarding the area of potential study must be attached with the application before any 'Further Education**

Activity' application can be approved (Approval should be obtained a minimum of 30 days in advance of the commencement of the course). Employees can apply for up to 50% funding for fees associated with each course and should specify the expected amount to be approved. Upon submission, the application will be sent to the Reporting Manager for verification/Approval.

- Reporting Manager will verify the anticipated outcome of the proposed further education and consider alternative arrangements to ensure that the employee's leave of absence (If applicable) will not adversely affect the operational requirements.
- Manager will approve/reject the application by explaining based on their findings and decision. If approved, the application will be sent to People and Culture department for verification/approval.
- The People and Culture department will verify the cost (based on the allocated annual budget), dates and the anticipated outcome of the proposed further education. It will approve/reject the application by explaining based on their findings and decision. If approved, the application will be forwarded to the CEO for verification/Approval.
- CEO to approve/reject the application based on the findings from the People and Culture department. If approved, the application will be forwarded to the Accounts Department for payment processing.
- Accounts department will verify the approved further education application and process/reimburse the payment against the copy of the invoice(s) provided by the staff member.
- Any staff undertaking IHNA funded study may be required by their direct manager to provide a written report regarding the progress of the study, the material covered to date and the relevant application of this learning in an organisational setting. Upon completion of the further education, employee has to provide a copy of the certificate to People and Culture department and details regarding the training needs to uploaded under the past training/professional developments in Knowledge hub (Knowledge Hub>Office portal>past training/professional developments).

- Staff will not be entitled to travel and food expense claims for attending professional development programs.
 - Casual staff are not entitled to paid professional development hours. IHNA may request casual staff to do professional development activities if it is a mandatory requirement for their position.
 - Only team leaders and managers are entitled to external paid professional development hours. In unavoidable circumstances, this could be delegated to any of the team members. External course fees will be approved at IHNA's sole discretion. The expenses for the professional development courses should be within the allocated 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.
 - IHNA may assist and fund the 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.
 - Any further study funded by IHNA must be aligned 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.
 - Whilst approval may be given to a staff member to undertake an education program (i.e. certificate, diploma, and degree courses), the study will be funded on a unit-by-unit basis. Funding for subsequent units may be withdrawn at IHNA's sole discretion. Staff can obtain 50% funding for fees associated with each course.
- d. **Monitoring and Evaluation:** The staff Development Coordinator and individual Department Head/Manager will monitor the overall progress and development of the staff learning and

training process. External stakeholders, if required, should be involved in the process wherever applicable, either formally or informally. The process will be performed as follows:

- Track participation: Monitor staff attendance and completion of planned activities.
- Gather feedback: Collect feedback from participants through surveys, focus groups, or individual discussions to assess the effectiveness of the Planned Development program.
- Evaluate impact: Analyses the impact of the Planned Development program on staff performance and overall RTO compliance with ASQA standards. Use data to identify areas for improvement and adapt the program accordingly.

5. Documentation and Record Keeping

5.1 All documentation, records and outcomes will be recorded on the Staff profile on ELMO/Knowledge Hub (Knowledge Hub>Office portal>past training/professional developments). The Staff Development Coordinator will maintain the overall progress and performance record in collaboration with the department head/manager and the people and culture department. The comprehensive records: documentation of all activities undertaken by staff, including:

- a. Details of the activity (type, topic, trainer, date);
- b. Attendance records;
- c. Completion certificates or evidence of participation;
- d. Feedback received and evaluation results.

6. Responsibility

6.1 The Staff Development Coordinator is responsible for implementing and monitoring the procedure. The People and Culture department and individual Department Head/Manager has the overall responsibility to ensure the effective implementation of the procedure.

SECTION 3

7. Associated Information

Related Internal Documents	<ul style="list-style-type: none"> Professional Development, Further Education, and Scholarly Activities Policy Staff Recruitment Policy Equal Employment Opportunity Policy Performance Management Policy Trainer/Assessor Policy Equal Employment Opportunity Procedure Staff Code of Conduct Vleg (https://www.velgtraining.com/) ELMO My Learning (https://healthcareers.elmotalent.com.au/learning/my-learning)
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> National Vocational Education and Training Regulator Act 2011 Standards for Registered Training Organisations 2015 Education Services for Overseas Students Act 2000 (ESOS Act) National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) Enrolled Nurse Accreditation Standards 2017 Australian Core Skills Framework Australian Qualifications Framework Australian Health Practitioner Regulation Agency (Ahpra)
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SRTO2015 Stds and sub-standards	Standards for RTOs 2015 - Clauses 1.13 to 1.16

8. Change History

Version Control		Version 1.0
Version No.	Date	Brief description of the change, incl. version number, changes, who considered, approved, etc.
V.1.0	15/07/2024	Prepared and revised the procedure of Staff Professional Development, Further Education and Scholarly Activities