

## Staff Professional Development

### Policy

Sydney Metro College encourages professional development as it enables a broadening of knowledge of current industry practice and ensures that employees keep abreast of new regulations and strategies. Additionally, professional development aligns employees' skills with organisational business objectives, and, is a requirement for trainers/assessors in their continued employment with the Institute.

### 1.0 Guidelines

1.1 Sydney Metro College's approach to professional development is strategic and is linked to:

- Institute and departmental business objectives
- Performance management plans
- Each employee's individual needs and career aspirations

1.2 The Institute's philosophy on professional development covers three main areas:

- The employee is primarily responsible for his or her own development. Development begins with employee initiative and although Sydney Metro College may facilitate or encourage it, the employee is the 'driver' of the process.
- The Institute and employee will encourage and support activities that foster professional development, as it is both the organisation and employee that benefit.
- The manager is the 'coach' in the professional development process, assisting in identifying and fulfilling each employee's development needs. This includes assigning challenging work, providing encouragement, providing on the job training, giving candid feedback on performance and approving Sydney Metro College subsidised training activities

1.3 The learning and development activities that Sydney Metro College will support are likely to fall into two categories:

1. **Current Job Needs** - Activities directly related to the knowledge and skills required to be effective in the current role.
2. **Future Job Needs** - Activities to enable an employee to broaden or enhance skills to meet intended role, expansion or specialisation and/or career advancement.

1.4 Any training program that is undertaken must relate to and substantially support the present and likely job role and organisational needs. Prior to

facilitation of professional development, the following should be considered:

- Availability of training
- Cost of training
- Timescale (for example, is it urgent?)
- Suitability for achieving desired outcomes
- Learner's preferences (including learning style)
- Standards (is formal accreditation required?)
- Structure and quality of process
- Opportunity for reinforcement of learning

## **2.0 Areas for professional development**

Professional development activities generally fall into 6 main categories which include, but not limited to:

- Vocational Education and Training (VET) knowledge and skills
- Vocational (occupational or industry currency)
- Training and assessment
- Technology
- Induction
- Compliance
- Safety

## **3.0 Types of professional development**

Types of professional development activities include, but are not limited to:

- Coaching
- Formal study
- Research time
- Seminars and workshops
- Staff exchange
- Work placement or shadowing
- Conferences and exhibitions
- Online events and programs

## **4.0 Trainers and Assessors**

4.1 It is a condition of employment that all Trainers/Assessors continue to develop their:

- (i) Vocational education and training (VET) knowledge and skills, specifically competency based training and assessment skills
- (ii) Industry currency and
- (iii) Trainer/assessor competence

Trainers/Assessors must meet these requirements for continued employment at Sydney Metro College

4.2 Trainers must maintain an annual professional development record which is reviewed as part of the performance review process

4.3 The Director of Studies is responsible for ensuring trainer and assessor files and matrices remain up to date with their professional development records and for ensuring all current trainers continue to meet point 4.1 of this policy

4.4 Appropriate professional development opportunities will be discussed in, trainer/assessor monthly meetings, management monthly meetings and as part of the performance management review process

4.5 Examples of Professional Development activities for trainers/assessor include, but are not limited to:

- Subscriptions to industry journals
- Attendance at seminars and workshops
- Attendance at networking events
- Attendance at conferences or exhibitions
- Participation in online events or programs
- Formal study or research
- Participation in mentoring programs
- Participation in industry projects
- Participation in assessment validation
- Peer observation
- Actively working in industry
- Work placement or shadowing

4.6 All SMC Trainers/Assessors are expected to actively work in industry in a relevant position for a minimum of at least 2 weeks per academic year

4.7 All SMC Trainers/Assessors will be required to present a 15 minute synopsis of the skills they have maintained and developed to their fellow staff members once a year

## **5.0 Professional Development Procedure (Employee Initiated)**

- The employee is able to undertake their own professional development in their own time. On completion of their professional development activity, the employee should forward a record of their professional development activity to their supervisor so that their staff file can be updated
- Should the employee believe there may be a professional development opportunity that may benefit himself/herself or others in

the department/organisation, the employee can discuss the opportunity in their scheduled departmental monthly meeting. Minutes of the meeting will be forwarded to management and discussed in the monthly management meeting for review and possible implementation

- The employee is also welcome to discuss potential professional development opportunities at any time with their supervisor who will then use it as an agenda item in their departments' monthly meeting. Minutes of the meeting will be forwarded to management and discussed in the monthly management meeting for review and possible implementation

#### **6.0 Professional Development Procedure (Sydney Metro College Initiated)**

- Sydney Metro College may initiate professional development activities following organizational need discussions in departmental monthly meetings, management monthly meetings, or following employee performance management reviews
- Appropriate notification will be given to staff involved in the professional development opportunity so that they are able to appropriately organise their time away from their normal work duties

#### **Related Documents**

- Monthly Departmental Minutes of Meetings
- Monthly Management Minutes of Meetings
- Professional Development Record Template
- Trainers Matrix
- Performance Review Template