

WAIS Professional Development Policy

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WESTERN AUSTRALIAN INSTITUTE *of* SPORT

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1. Policy Statement

The WAIS Professional Development Policy affirms the Western Australian Institute of Sports commitment to the professional growth and learning of all employees, and to valuing and respecting their professionalism, contribution and aspirations. It is intended to:

- 1.1** Support the planning, development and delivery of quality professional development across the organisation.
- 1.2** Support employee contribution to organisational goals and objectives

Using this policy will ensure that employees have access to the learning they need to support both current and future priorities and goals.

2. Purpose

The Western Australian Institute of Sport is committed to providing a supportive and rewarding environment for employees and recognises that the quality, responsiveness and professionalism of its workforce are inextricably linked to the Institutes achievement of its strategic goals.

The purpose of the WAIS Professional Development Policy is to encourage and support employees to actively pursue their professional and career development as an integral element of their employment with WAIS.

This policy applies to all WAIS employees on full-time and part-time fixed term and ongoing appointments.

3. Definitions

For the purpose of this policy:

- 3.1** Professional Development includes the provision of learning and development opportunities and activities to extend and broaden the scope of professional capabilities of employees in relation to their role and responsibilities. Professional development activities build on the collective knowledge and experience of employees and provide employees with opportunities to acquire, practice and adopt new knowledge, thereby enhancing individual, group and organisational learning and capabilities. These activities may include short courses, approved formal award courses, induction and on-the-job training; learning support and programs; research supervision and support; undertaking research or project work; participating in internal or external committees, and networking, coaching and mentoring programs or attendance at competitions or camps.

- 3.1.1** Approved formal award courses are courses that lead to a national qualification. Approved formal award courses must be relevant to the employee's current position or career and have significant value to both the individual and to WAIS. Where formal qualifications do not relate entirely to the employees current position, WAIS will only financially support units that can be applied to the employee's current workplace and role.
- 3.1.2** Short Courses are courses of short duration that are normally from half a day to five days in length, run on consecutive days or over a period of time. Support for attendance at a short course may be in the form of granting work time to attend the short course or conference and/or a contribution towards the registration fee and travel costs within approved budget.

4. Responsibilities

4.1 Responsibilities of WAIS

- 4.1.1** To identify organisational goals and priorities, and provide opportunity to enhance and build the capacity, skills and professionalism of employees to contribute to these goals and priorities. WAIS is committed to providing employees with:
 - 4.1.1.2** The opportunity to develop capabilities that contribute to organisational and work goals.
 - 4.1.1.3** Equity of access to professional development opportunities.
- 4.1.2** Recognising that responsibility for professional development is shared between employees and managers for the planning and undertaking of professional development relevant to their roles and responsibilities.
- 4.1.3** Where an employee is required and directed by their manager to undertake a course essential for carrying out their current duties, the cost of participation should be covered by WAIS from the Department budget.

4.2 Responsibilities of the Department Manager

- 4.2.1** Plan and prioritise the development needs of their employees in alignment with organisational goals.
- 4.2.2** Ensure the provision of training and development that meet the core requirements of the employees' roles and responsibilities.
- 4.2.3** Use performance and professional development planning processes as the primary means of ensuring alignment between individual, department and organisational plans and priorities and identifying individual training and development needs of employees.
- 4.2.4** Evaluate employee participation, learning outcomes and the relevance and quality of professional development programs on an ongoing basis.
- 4.2.5** Ensure the provision of resources for professional development including allocation of funding for professional development in all department budgets

4.3 Responsibilities of the Employee

- 4.3.1** Take an active role in their ongoing development and to apply their learning to its most effective use.
- 4.3.2** Participate in their annual performance planning and review process and identify development activities that support their performance objectives and their professional development.
- 4.3.3** Document Professional Development plans according to WAIS processes and approved by WAIS management.
- 4.3.4** Actively implement their Individual Development Plan and summarise progress and outcomes of the plan at least annually as part of the annual performance planning and development process.

5 Process

- 5.1** Professional Development plans are developed following annual performance reviews, however these are working documents and changes can be made with management approval throughout the year.
- 5.2** Professional Development is to be costed at the time of approval by the manager.
- 5.3** All professional development is subject to budget approval.