



# PROFESSIONAL DEVELOPMENT POLICY

Policy number	PP004	Version	Version 1
Drafted by	Jamie Taafe	Approved by Board on	27 June 2015
Responsible person	CoB	Scheduled review date	1 January 2017

## INTRODUCTION

The Victorian Tenpin Bowling Association Inc. (hereafter “TBAV”) acknowledges that professional development is integral to personal job satisfaction, workplace productivity, reward, and recognition, and is critical to the achievement of the organisation's mission and continuous improvement in the quality of its programs and services.

TBAV is committed to providing a supportive and rewarding environment for employees and recognises that the quality, responsiveness, and professionalism of its workforce are linked to the further development of their skills and competencies.

TBAV is, as far as is feasible within its available resources, committed to providing employees with

- The opportunity to plan and develop skills, knowledge and attributes that complement organisational and work unit goals
- The opportunity to participate in career development activities that extend and enhance their capabilities and capacity for advancement within the organisation
- Equity of access to professional development opportunities.

## PURPOSE

This policy seeks to balance the needs of staff for professional development, the needs of the organisation for properly qualified staff, and the need to staff the organisation's services.

The purpose of this policy is

- to encourage and support employees in their professional and career development as part of their employment with the organisation;
- to provide administrative guidelines to facilitate fairness and equity in the application of these general principles.

## POLICY

### POSITION-SPECIFIC PROFESSIONAL DEVELOPMENT

Where the State Manager (Operations & Strategy) decides that it is necessary for a staff member to acquire a particular skill, to learn specific material, or to acquire specific qualifications in order for them to carry out the duties attached to their existing position, the organisation shall be fully responsible for all costs incurred in acquiring that skill, that learning, or that qualification, and the staff member shall, where necessary, be given permission to attend any such course within working hours.

It would normally be expected that any such requirements would have been taken into account in the drawing up of a position description and set out in the criteria for selection; it would thus seldom be the case that continuing employees would be required to acquire new qualifications.

## **Non-position-specific professional development**

In its performance review procedures, the organisation shall in every case encourage the person concerned to explore their available professional development options.

Where an employee wishes to pursue further education or training, but the State Manager (Operations & Strategy) has not required that person to acquire a particular skill, to learn specific material, or to acquire specific qualifications to carry out the duties attached to their existing position, the organisation shall endeavour to facilitate such education or training through

- permitting (at the discretion of the State Manager (Operations & Strategy), and taking into account the efficiency of the workplace) any rearrangement of working hours that would assist such development
- permitting (at the discretion of the State Manager (Operations & Strategy), and taking into account the efficiency of the workplace) any use by the person of the organisation's equipment or services that would assist in that development
- permitting (at the discretion of the State Manager (Operations & Strategy), and taking into account the efficiency of the workplace) any annual leave or unpaid leave arrangements that would assist in that development
- granting up to two days study leave as necessary to attend examinations.

Educational or training requirements involving reimbursement of fees or provision of paid study leave may also be negotiated as part of the contract of employment between the employee and the organisation.

### **AUTHORISATION (FOR AND ON BEHALF OF THE BOARD)**

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Chairman of the Board

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Secretary of the Board

Date of approval by the Board:

27 June 2015



## PROFESSIONAL DEVELOPMENT PROCEDURES

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### RESPONSIBILITIES

It shall be the responsibility of the Board to authorise an appropriate expenditure budget to facilitate appropriate professional development opportunities for staff.

It shall be the responsibility of the State Manager (Operations & Strategy) to ensure that staff are offered and permitted appropriate professional development opportunities, taking into account the needs and of the individual as well as the organisation.

### PROFESSIONAL DEVELOPMENT

Professional development programs shall be taken to include orientation, induction and on-the-job training, career development and transition programs, internal or external courses, support for undertaking research or project work, support for participation in internal or external governance processes, attendance at conferences or seminars, and networking, coaching and mentoring programs.

### PROPOSALS FOR PROFESSIONAL DEVELOPMENT

Employees shall be encouraged as part of the performance review process to take an active role in their own ongoing professional and career development and to apply their learning to its most effective use.

Any proposal by an employee for any change in their existing conditions of employment (hours of work, taking of leave, use of equipment, etc.) to facilitate their professional development shall be considered by the State Manager (Operations & Strategy) subject to

- the policy of the organisation to encourage such development where possible;
- the overall training needs and priorities of the organisation;
- satisfactory assurances from that person's supervisor that the business of the organisation can be carried on satisfactorily in those circumstances; and
- equity in the provision of such facilitation between employees.

Any such agreement shall be fully documented in that person's personnel file.

### AUTHORISATION (FOR AND ON BEHALF OF THE BOARD)

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Chairman of the Board

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Secretary of the Board

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