



Staff Professional Development Policy

1. Purpose

- 1.1 Western Sydney University International College (WSUIC) seeks to provide a supportive environment and opportunities for all staff to undertake professional development, learning and review.
- 1.2 WSUIC recognises the importance of engaging highly skilled and knowledgeable staff to undertake a wide range of roles. It also understands the need to provide opportunities for professional development which ensure that staff remain abreast of academic and industry trends and standards and maintain up-to-date knowledge relevant to their roles and responsibilities. WSUIC promotes a culture of learning and innovation.
- 1.3 The purpose of this policy is to encourage and support employees to actively pursue their professional and career development as an integral element of their employment with WSUIC. WSUIC acknowledges that continuing professional development contributes to personal job satisfaction, workplace productivity, reward and recognition.

2. Scope

This policy applies to all staff employed by WSUIC.

3. Definitions

“Professional Development”

Includes the provision of learning and development opportunities and activities to extend and broaden the scope and quality of the 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 them with opportunities to acquire, practice new knowledge, thereby enhancing individual, group and organisational learning and capabilities.

“Capabilities”

Refers to the combination of personal, interpersonal and cognitive abilities, skills, knowledge and understanding of ethical principles that underpin the professional practices of employees and that enable them to perform to a high standard in their given context and role at WSUIC.



“Approved Formal Award Courses”

Courses that lead to a national qualification issued in the higher education sector and that are recognised under the Australian Qualifications Framework (AQF). 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 WSUIC.

“Short Courses”

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, offered by an external provider and which would not normally lead to a qualification under the AQF. Short courses undertaken by WSUIC staff need relate to specific areas identified for improvement in their area(s) of practice at WSUIC.

“Staff transition guide”

This is a practical guide written for new teaching staff by experienced and effective WSUIC academic staff members on what specifically has led them to receive high levels of positive feedback from students, Course Convenors and the Academic Director. These guides are used as a key tool for new staff induction.

4. Policy Statement

- 4.1 WSUIC will identify organisational goals and priorities and develop and implement a range of strategies and programs to enhance and build the capacity, skills and professionalism of employees to enable them to contribute effectively to WSUIC’s mission and strategic goals.
- 4.2 WSUIC is committed to providing employees with:
 - 4.2.1 Relevant and timely support to meet their own needs and goals, to achieve their full potential and enhance their job satisfaction
 - 4.2.2 The opportunity to develop a career plan and participate in career development activities that extend and enhance their capabilities and capacity for advancement within WSUIC
 - 4.2.3 Equity of access to professional development opportunities
 - 4.2.4 The opportunity to prepare for changing duties and responsibilities.
- 4.3 WSUIC and its Executive Management will ensure the provision of resources for professional development including allocation of funding for professional development in budgets.
- 4.4 Employees are required to participate in the annual performance planning and review process and identify development activities that support their performance objectives and their professional and career development.
- 4.5 The principles that underpin the provision of professional and career development at WSUIC comprise:



- 4.5.1 Acknowledging continuing professional development as a framework to support and encourage opportunities for continuous learning
- 4.5.2 Applying the principle of merit or achievement relative to opportunity to determine equity of access to professional development programs, resources and support
- 4.5.3 Recognising that responsibility is shared between employees and managers for the planning and undertaking of professional development relevant to their roles and responsibilities
- 4.5.4 Ensuring the provision of training and development that meet the core requirements of WSUIC's and employees' roles and responsibilities and that comply with statutory obligations and WSUIC policies
- 4.5.5 Using performance planning and career development processes as the primary means of ensuring alignment between individual, divisional and organisational plans and priorities, identifying individual and divisional training as well as development needs of employees
- 4.5.6 Evaluating employee participation, learning outcomes and the relevance and quality of professional development programs on an ongoing basis
- 4.5.7 Ensuring that employees and their managers consider a range of professional development activities to enhance organisational and individual development and capabilities and
- 4.5.8 In striving for excellence, teaching staff are expected to keep abreast of developments in their discipline, teaching and learning, as well as higher education generally.

5. Types of Professional Development

- 5.1 Professional development involves a range of formal and informal activities and may be supported in the following ways:
 - 5.1.1 Orientation, induction and on-the-job training
 - 5.1.2 Development and delivery of in house professional development activities
 - 5.1.3 External facilitators provide specific professional development activities
 - 5.1.4 Approved staff leave to participate in formal professional development activities
 - 5.1.5 Advising staff of available professional development activities
 - 5.1.6 Seminars and workshops
 - 5.1.7 Short courses
 - 5.1.8 Conferences and networking events
 - 5.1.9 Technical skills updates
 - 5.1.10 Peer review/observation and mentoring
 - 5.1.11 Self-evaluation of performance



- 5.1.12 Review of courses
 - 5.1.13 Sharing of good practice or innovative procedures
 - 5.1.14 Engagement in research
 - 5.1.15 Teaching at other tertiary education providers
 - 5.1.16 Job enhancement
 - 5.1.17 Courses leading to qualifications and
 - 5.1.18 Professional memberships and professional reading
- 5.2 All staff members will undertake a form of training and development activity annually.

6. Promoting Professional Development

- 6.1 WSUIC’s Executive Management team is responsible for promoting professional development with staff to ensure that professional review and development is undertaken annually. The specific accountabilities are as follows:

Person Responsible	Accountable For
College Director and Principal	Overseeing all staff
Director of Marketing and Admissions	Marketing and Admissions staff
Academic Director	Course Convenors and all teaching staff
Student Services Manager	Student Services staff

- 6.2 In terms of induction:

- 6.2.1 A professional development information session is included in the employees’ induction meeting. This induction meeting is to alert staff to the WSUIC mission, its governance framework, their specific accountabilities, the WSUIC Code of Conduct, their conditions of appointment, the key provisions in this policy and the other policies relevant to their work and the forms of support for professional development available.
- 6.2.2 As part of their induction, all new teaching staff are to be provided with a transition guide.



7. Application for Professional Development Support

7.1 Permanent Staff

- 7.1.1 All applications for professional development should be discussed with the staff member's manager in the first instance and, where possible, be incorporated into a staff member's performance plan. Applications should be submitted at least four weeks prior to the commencement of the training.
- 7.1.2 Any permanent member of staff, whether academic or professional, who wishes to undertake a professional development activity should complete an Application for Staff Development and submit it to their immediate manager. The application should outline the objectives and/or benefits expected to be gained from the activity for WSUIC and the individual. The application will be considered by the WSUIC College Director and Principal in consultation with the applicant's manager. The activity should not be booked until approval has been provided.

7.2 Casual Teaching Staff

- 7.2.1 Casual teaching staff are eligible to apply for funding for professional development through a cost-benefit process which considers applications in light of:
 - 7.2.1.1 Academic benefits of the proposed activity to WSUIC, its students and the staff member
 - 7.2.1.2 Relevance to the discipline taught at WSUIC
 - 7.2.1.3 Relevance to the scholarship of teaching and learning
 - 7.2.1.4 Relevance to the level of responsibility
 - 7.2.1.5 Staff development priorities informed by student evaluations and the learning and teaching goals of WSUIC
 - 7.2.1.6 WSUIC financial and resource constraints.
- 7.2.2 Casual teaching staff applying to undertake professional development activities should complete an Application for Staff Development and submit it to the Academic Director. Applications should be submitted at least four weeks prior to the commencement of the training.
- 7.2.3 The application should outline the objectives and/or benefits expected to be gained from the professional development activity for WSUIC and/or for the individual.

7.3 Executive Management

- 7.3.1 WSUIC Executive Management must undertake structured professional development.
- 7.3.2 The focus of the professional development may include matters of compliance and maintaining currency regarding changes to legislation and the regulatory environment as a priority.



7.3.3 Executive Management will also engage in professional development directly related to their position description to ensure that the latest best practice strategies are implemented at WSUIC.

8. Professional Development Feedback

On completion of the professional development activities, staff are required to provide a brief written summary of the outcomes as they apply to the participant and WSUIC. The summary must be submitted to the relevant manager who may also request that a presentation be provided at a staff meeting or internal professional development session.

9. Responsibility for Professional Development

9.1 WSUIC Executive Management and staff take shared responsibility for ensuring there is a systematic and consistent approach to professional development.

9.2 WSUIC Executive Management facilitates effective professional development by:

9.2.1 Ensuring annual performance and development reviews are undertaken with all staff

9.2.2 Arranging for the conduct of training courses

9.2.3 Maintaining staff professional development evidence

9.2.4 Assisting in analysing professional development needs and

9.2.5 Designing and conducting professional development programs to meet specific needs.

10. Monitoring and Recording Professional Development

10.1 WSUIC maintains evidence of professional development and review activities undertaken by staff as follows:

10.1.1 Direct evidence is retained in the staff/teaching staff file

10.1.2 Activities are recorded in the WSUIC Professional Development and Scholarly Activity Register.

10.2 The WSUIC Quality and Compliance Manager will be responsible for updating the Professional Development Register for Professional staff and Academic Director/ Course Convenor will be responsible to maintain the Scholarly Activity Register for teaching staff.

10.3 It is a condition of employment that staff ensure their professional development activities record is up to date in order for WSUIC to confirm that all staff are engaging in relevant professional development activities.



- 10.4 Professional Development activities may also be discussed during each staff member's annual performance review. Information gained from professional development records is also to be used to monitor trends and inform future training and development activities.
- 10.5 WSUIC may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).

11. Quality and Compliance

- 11.1 This policy is reviewed periodically (at a minimum every two years) to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Quality Management Framework and Risk Management Framework.
- 11.2 This policy will be available on the WSUIC website for students and the WSUIC SharePoint site for staff access.
- 11.3 Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.
- 11.4 New staff will receive policy information during the induction process where it relates to their position.

12. Related Forms and Documents

- WSUIC Application for Staff Development
- WSUIC Professional Development and Scholarly Activity Register.
- WSUIC Workforce Plan

13. Related Policies, Procedures, Guidelines and Legislation

- POL 25 WSUIC Scholarship, Research and Intellectual Inquiry Policy
- POL 21 WSUIC Staff Code of Conduct
- POL 24 WSUIC Staff Wellness, Health and Safety Policy
- POL 17 WSUIC Staff Grievance Management Policy
- POL 12 WSUIC Equal Opportunity and Diversity Policy
- Navitas Professional Development Policy
- Higher Education Standards Framework (HESF) Standard 3.2 Staffing, 5.3 Monitoring, Review and Improvement



Approval and Amendment History

Approval Authority:	Western Sydney University International College Board of Directors
Policy Owners:	College Director & Principal/Executive Team
Approval Date:	3 May 2019
Date for Next Review:	04 April 2025

Amendments		
Revision Date	Version	Summary of changes
2/11/2016	1.0	New Policy Developed and Implemented
03/05/2019	1.1	Minor changes to formatting throughout document; Executive Manager replaced with 'manager' Included reference to HESF standards 3.2 and 5 in related legislation Added 1.3, 6.2 Added in definitions: capabilities, staff transition guide Revised accountabilities table in 6.1 Removed 7.2.4, 7.3.4
21/05/2021	1.1	Amendment in Clause 10.2 for segregation of duties between QCM and AD
04/04/2023	1.1	Minor grammatical changes



APPENDIX A

Professional Development and Scholarly Activity Process

