

STAFF TRAINING AND DEVELOPMENT POLICY

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1. Purpose

APIC recognises the importance of training and developing its staff and understands that its employees are key to its success as a College. It, therefore, encourages its staff to be continually improving their skills and abilities both through on-the-job and off-the-job training.

APIC acknowledges that training and development of staff provides benefits both to its employees in terms of their overall career and prospects for advancement within the College, as well as being central to the success as a business.

This policy sets out what APIC may offer employees through training and development opportunities aimed at promoting the growth of individuals, teams and achieving success for the College.

2. Scope

This Policy applies to all employees of APIC. This Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

3. Definitions

Item	Definition
	NIL

4. Training

APIC may require you to undertake specific training related to your current position, or as a prerequisite for performing a different position, for example if you are promoted to a higher position. Any such training may be carried out either at APIC's premises or by an external provider.

Training opportunities may also arise as part of your performance review. APIC encourages employees to propose suggestions for employment-related training to assist their development.

You are required to have the permission of APIC prior to either signing up, or attending, a training course. If you fail to obtain permission, APIC in its discretion may decide to not reimburse you for any course fees you have paid or discipline you for any time you have taken off work without authorisation (up to and including termination of employment).

5. Staff Development

Individual staff training and development needs should be discussed during APIC's staff development review process. The review process is designed to:

- encourage constructive dialogue between staff members and their supervisors;

- enhance the staff member's professional development;
- clarify job responsibilities and performance goals/expectations;
- establish appropriate development and performance objectives;
- help staff identify a possible career path for themselves;
- identify ways in which APIC might enable individuals to improve their performance;
- ensure that information on job performance and achievements is recorded in each staff member's employment history; and
- provide a basis for decisions on remuneration.

6. What APIC Offers

APIC may offer any of the following opportunities for staff development:

- various degrees of support as you develop the competence and capability for which you have been employed;
- the opportunity to develop new competencies and capabilities relevant to your employment with APIC, and which enhances your career prospects and lifelong learning both within and outside APIC;
- to participate in APIC's staff development review process with your line manager, including identifying opportunities for ongoing training and/or support, an annual review of your previous development programs and identification of plans for the future; and
- an exit interview when you leave APIC, so that your comments may be incorporated into the development programs of other members of staff.

7. What APIC Expects from You

APIC expects that you will:

- develop your skills and capabilities which are aligned to APIC's strategy at the appropriate level, e.g. team or individual;
- participate in staff development review process in partnership with your line manager, including an annual review of your past development and identification of future plans;
- take personal responsibility to update your specific expertise on a regular basis, as appropriate to the nature of your job;
- contribute to team staff development where appropriate; and
- keep a record of your staff development activity.

8. Document Change Control

Version	Change Description	Date	Author
1.0	Put into new policy format	15 December 2016	Corinne Green