

Professional Development, Further Education and Scholarly Activities Policy



SECTION 1

1. Purpose

- 1.1 The purpose of this policy is to establish a framework for the professional development, further education, and scholarly activities of staff at the Institute of Health and Nursing Australia (IHNA). This policy aligns with the guidelines of the Australian Skills Quality Authority (ASQA) and complies with relevant Vocational Education and Training (VET) acts and regulations, supporting continuous learning, skill enhancement, and academic contributions to ensure IHNA remains at the forefront of healthcare education.

2. Scope

- 2.1 This policy applies to all academic and non-academic staff at IHNA, including full-time, part-time, and casual employees.

3. Definitions

- 3.1 Refer to IHNA's Glossary of Terms.

SECTION 2

4. Policy Statement

- 4.1 IHNA is committed to fostering a culture of continuous improvement, professional growth, and academic excellence. Ongoing professional development, further education, and engagement in scholarly activities are essential for maintaining high standards of teaching, learning, and administration, as well as ensuring compliance with ASQA standards and VET regulations.

5. Policy Principles

- 5.1 **Commitment to Lifelong Learning:** IHNA supports and encourages staff to engage in lifelong learning to enhance their professional and academic skills, ensuring compliance with the Standards for Registered Training Organisations (RTOs) 2015.
- 5.2 **Alignment with Institutional Goals:** Professional development and scholarly activities should align with the strategic goals and objectives of IHNA.
- 5.3 **Equity and Accessibility:** All staff should have equitable access to professional development and further education opportunities in line with the Equal Opportunity Act and relevant VET regulations.
- 5.4 **Recognition and Reward:** IHNA recognises and rewards contributions to professional development, further education, and scholarly activities.

6. Professional Development

- 6.1 Opportunities: IHNA provides various professional development opportunities, including workshops, seminars, conferences, and training programs that comply with VET Quality Framework requirements.
- 6.2 Funding Support: Staff may apply for funding to attend external professional development activities. Applications will be assessed based on relevance to the individual's role and alignment with IHNA's goals, ensuring adherence to VET funding guidelines.
- 6.3 Professional Development Plans: Staff are encouraged to create and maintain professional development plans in consultation with their managers, as required by the Standards for RTOs 2015.

7. Further Education

- 7.1 Support for Further Education: IHNA supports staff pursuing further education, including formal qualifications and certifications relevant to their roles.
- 7.2 Study Leave: Staff may be eligible for study leave to pursue further education. Applications for study leave will be considered based on operational requirements and the study's relevance to the staff member's role, ensuring compliance with VET regulatory requirements.
- 7.3 Tuition Reimbursement: IHNA may provide partial or full reimbursement for tuition fees for further education programs that are directly related to the staff member's position and professional development, in accordance with VET funding rules.

8. Scholarly Activities

- 8.1 Encouragement of Scholarly Activities: IHNA encourages staff to engage in scholarly activities, including research, publications, and participation in academic conferences, ensuring alignment with VET research and development standards.
- 8.2 Research Support: IHNA may provide funding and resources to support staff research projects that align with institutional priorities and VET research guidelines.
- 8.3 Publication and Dissemination: Staff are encouraged to publish their research findings in reputable journals and present at academic conferences. IHNA supports disseminating scholarly work through institutional channels in compliance with VET communication standards.
- 8.4 Collaboration and Networking: IHNA promotes collaboration with other academic institutions, industry partners, and professional organisations to enhance scholarly activities, ensuring adherence to VET partnership and collaboration guidelines.

9. Responsibilities

- 9.1 The Staff Development Coordinator is responsible for implementing and monitoring the policy.
- 9.2 Staff Members are responsible for actively seeking and participating in professional development, further education, and scholarly activities, in compliance with ASQA standards and VET regulations.
- 9.3 Managers, Dept. Head and related officials are responsible for supporting staff in their professional development and scholarly pursuits, including providing guidance on development plans and approving leave or funding requests, as per VET regulatory requirements.
- 9.4 People and Culture dept. is responsible for maintaining records of professional development, further education, and scholarly activities and for administering study leave and tuition reimbursement programs, ensuring compliance with VET documentation and reporting standards.
- 9.5 The development and implementation of this policy is underpinned by the following principles
- IHNA will maintain a professional and personal development plan for each staff member. IHNA's role in this is to be a supportive facilitator. It will be up to the staff to take a leading role in managing their own development.
 - IHNA will implement various forms of professional development activities internally, which include, but not limited to, Toolbox sessions, Academic Scrum sessions, Business Scrum sessions and Brown Bag Workshops.
 - IHNA may, from time to time, require staff to attend specific training or instruction delivered by internal or external facilitators.
 - IHNA may offer assistance and funding to eligible staff to pursue further education and/or study options that fall outside the scope of IHNA's Internal and External training/professional development programs.
 - Any further study funded by IHNA must have a direct correlation to the staff's immediate role, or their future career path within IHNA as well as providing some short- or long-term benefit directly to IHNA. It is a requirement that any courses being undertaken in conjunction with the further study policy must be provided by a recognised educational institution which provides accredited courses culminating in a degree, diploma, certificate, or similar qualification.
 - Whilst approval may be given to a staff member to undertake an education program (i.e. certificate, diploma, and degree courses), study will be funded on a unit-by-unit basis and funding for subsequent units may be withdrawn at IHNA's sole discretion. Staff can apply to obtain 50% funding for fees associated with each course. Refer to the professional development, further education, and scholarly activities procedure for further details.

10. Responsibility

10.1 The Staff Development Coordinator is responsible for implementing and monitoring the policy. The People and Culture department and individual Department Head/Manager has the overall responsibility to ensure the effective implementation of the policy. Other responsibilities are mentioned in this policy.

SECTION 3

11. Associated Information

Related Internal Documents	<ul style="list-style-type: none"> Professional Development, Further Education, and Scholarly Activities Procedure Staff Recruitment Policy Trainer/Assessor Policy Performance Management Policy
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> National Vocational Education and Training Regulator Act 2011 Standards for Registered Training Organisations 2015 Education Services for Overseas Students Act 2000 (ESOS Act) National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) Enrolled Nurse Accreditation Standards 2017 Australian Core Skills Framework
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12. Change History

Version Control		Version 3.0
Version No.	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.
V.2.0	10/03/2021	Separated Policy document from Procedure, revised and updated with pertinent sections
V.3.0	23/07/2023	Updated in the new IHNA template, Moved definitions into the Glossary of Terms