



HR Professional Development Procedures

1. Policy Reference

- 1.1 Professional Development policy

2. Relevant Documentation

- 2.1 Volunteer handbook
2.2 Position Descriptions
2.3 Professional Development Plan
2.4 Professional Development Request form
2.5 Professional Development Summary

3. Procedure

3.1 Board of Management Responsibility

- 3.1.1 To approve professional development budget and plan.
3.1.2 To prioritise Board Professional Development based on:
- Identified need
 - Benefit to organisation
 - Cost effectiveness
- 3.1.3 Seek funding opportunities where appropriate to subsidise professional development activities
3.1.4 To ensure that professional development opportunities are circulated e.g. Board meetings, minutes, reports, notice boards, etc.
3.1.5 Provide written report for professional development undertaken.

3.2 Coordinator's Responsibility

- 3.2.1 To present professional development plan to Board for approval.
3.2.2 To liaise with tutors and volunteers for professional development planning and prioritise based on:
- Identified need
 - Benefit to organisation
 - Cost effectiveness
- 3.2.3 Seek funding opportunities where appropriate to subsidise professional development activities
3.2.4 To ensure that professional development opportunities are circulated e.g. on noticeboard, committee and volunteers are notified of opportunities
3.2.5 Notify volunteer or tutor if request has been approved.
3.2.6 Ensure that booking and payment has been organised for requested activity.

3.2 Staff /Volunteers responsibility

- 3.3.1 To complete request form for professional development and forward to coordinator.
3.3.2 To complete feedback section on professional development request form and give to coordinator in time to arrange training.
3.3.3 To report back on sessions at tutor/staff/committee meetings and share notes etc.

Date first formulated	August 2007	
Dates approved by Board	V1 V2	24/8/2007 June 2016
Next Review Date	June 2019	
Related Documents	HR Professional Development Strategy	
Legislation		
Signed on behalf of TBCC Board of Management by:		
Name: Lorraine Cresp		
Position held: Chairperson		
		Signature: 