

HR Professional Development and Training Policy

Purpose and Scope:

Tailem Bend Community Centre Inc (TBCC) is committed to providing opportunities for staff and volunteer members to increase their skills, raise professional standards and improve productivity. TBCC aims to support its staff/volunteers in undertaking appropriate training, education, and development activities to enhance their knowledge and skills, job satisfaction and job performance.

TBCC will support the professional development of staff and volunteers by:

- developing and implementing training and development plans at the organisational and individual level
- providing staff/volunteer members with opportunities to attend relevant training courses, workshops, or conferences and covering part/full costs of those activities
- providing study leave for approved activities (staff are eligible for up to five days (pro rata) study leave a year)
- providing opportunities for staff/volunteer members to act in different or higher positions where possible

Roles and responsibilities

Board of Management

- To ensure procedures and responsibilities are understood.
- To further develop goals, business planning skills, and sound financial management
- To provide for the development of technology and personal development.

Chief Executive Officer (CEO).

- To further develop skills necessary for managing community development programs, team work, sound financial management, and technology skills.
- To be informed about changes to government policies and funding guidelines.

Administration Staff

- To provide for the development of technology skills and personal development.
- To be informed about changes to government policies and funding guidelines.
- To further develop skills necessary to fulfill financial and statistical reporting requirements.

Volunteers

- To provide opportunities for the development of skills relevant to volunteer position and develop skills related to their own personal and professional goals.

General Tutors

- To provide for the development of technology and facilitation skills, and personal development
- To develop skills and provide information necessary for the delivery of relevant programs.

Contractors

- Maintain contractor compliance
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Procedures

Organisational training and development plans

TBCC CEO is responsible for ensuring that a staff training and development plan is developed on an annual basis.

The staff/volunteer training and development plan will:

- identify the organisation's training and development objectives, and how these relate to service priorities, organisational needs and service sector trends and issues
- consider the needs of staff/volunteer for basic training and updating of skills in specific areas including:
 - cross cultural and LGBTIQ+ awareness which reflects the competencies required to work with

- the organisation's consumers
- knowledge and understanding of the application of the eligibility criteria for accessibility of services
- knowledge and understanding of all current policies and procedures of the organisation
- governance, processes, protocols, financial and other administration processes, where these are applicable to the person's role
- present a strategic development plan for the organisation based on feedback from performance reviews, individual goals, workforce planning needs and organisational objectives
- identify particular staff/volunteer positions which may need professional development
- identify the content and format of any direct training provided by the organisation, and how and when this process is reviewed and updated
- identify support strategies to enhance performance and build morale. These may include mentoring, peer support, staff/volunteer social events, and team building exercises

The TBCC CEO will develop a training action plan, with input from staff, volunteers and contractors.

The TBCC CEO will be responsible for overseeing the implementation of the staff/volunteer training and development plan and will monitor its implementation and report to the Board of Management for consideration.

The TBCC CEO will review and update the training strategies for the organisation every twelve months, incorporating feedback from staff about the training and development opportunities provided to them over the previous period.

Individual training and development plans

As part of regular supervision and the annual performance review process, TBCC CEO and staff/volunteer members will:

- assess and prioritise the training needs of each employee/volunteer taking account of the qualifications and competencies specific to their role, performance reviews and identified training needs, priorities for the development of the service, organisational objectives and key trends and issues in the service sector
- agree on a development plan based on the training needs and schedule regular review sessions to track progress against the plan

TBCC CEO will:

- ensure that training and development opportunities are provided for each employee consistent with the training plans developed for each individual
- assess feedback from staff/volunteer members about the training and development they have undertaken and use this to inform future individual training plans
- maintain records of the training needs assessment, the training plan, training undertaken and the staff member's feedback on the usefulness of the training


Staff/volunteer requests to attend professional development activities

Staff/volunteers wishing to undertake professional development activities need to seek approval from the TBCC CEO

Where appropriate, TBCC CEO will make a notional allocation for each staff/volunteer member. This is not a fixed allocation for each staff/volunteer member in each year, but an indication of funds available for professional development.

All professional development opportunities need to be assessed in terms of available resources. In assessing an opportunity, TBCC CEO will consider the extent to which:

- the activity will enhance the staff/volunteer member's capacity to meet their work plan objectives or individual professional development plan goals
- the activity will extend the staff/volunteer member's current knowledge and skills base
- the organisation will gain added value through the staff/volunteer member's participation
- the resource allocation is equitable across the staff/volunteer team

Date first formulated	April 2022 (replaced HR Professional development Strategy and Procedures)	
Dates approved by Board	V1	April 2022
Next Review Date	April 2025	
Related Documents	<p>Human Resources Professional Ethics and Conduct Policy Human Resources Harassment and Bullying Policy Human Resources Performance and Misconduct Policy Risk Management Policy (Child Safe) Statement of Commitment to the Safety and Wellbeing of Children Feedback and complaints policy Code of Conduct TBCC Strategic Plan</p>	
Standards	<p>Legal Services Commission National Employment Standards Unions Australia Human Rights Commission Equal Opportunity Commission Children and Young People (Safety) Regulations 2017 (SA) National Principles for Child Safe Organisations Child safe environments Rights of every child Department Human Service DHS Critical Client Incidents Policy Coronial Overview of child protection legislation across state and territory jurisdictions Australian Institute of Family Studies Information Sharing Guidelines Unicef – know your rights and responsibilities Children’s rights and responsibilities flyer Department Human Services DHS Critical Incidents Gender diverse, intersex and sexually diverse children and young people</p>	
Legislation	<p>Work Health and Safety Act Work Health and Safety Regulations 2012 Codes of Practice Safework SA Return to Work SA Aged Care Quality and Safety Commission Act 2018 Aged Care Act 1997 Competition and Consumer Act 2010 Associations Incorporation Act 2009 Sex and Age Discrimination Legislation Amendment Act 2011 Woman Working Centre Australian Human Rights Commission Act 1986 Children’s Protection Act 1993 (SA) Fair Work Act 2009 Volunteers Protection Act 2001 (SA) Family Law Act 1975 Equal Opportunity Act 1984 Children and Young People (Safety) Act 2017 Commonwealth Privacy Act 1988 State Records Act 1997 Guardianship and Administration Act 1993 Australian Human Rights Commission Act 1986 (Federal) Crimes Act 1914 (Federal) Fairwork Act 2009 Federal Law Fair work Act 1994 State Law</p>	
<p>Signed on behalf of TBCC Board of Management by: Name: Jack Hunt</p> <p>Position held: Chairperson</p> <p>Signature: </p> <p>6 April 2022</p>		