



## TRAINING / PROFESSIONAL DEVELOPMENT

### PURPOSE:

To ensure equitable access to professional development across Breakaway Toowoomba Inc.

### SCOPE:

- Link between training/professional development and performance planning and review
- Professional development support and approval process.

### POLICY:

- 1 Breakaway Toowoomba Inc. is committed to the professional development of staff to equip them to perform their current and future roles within the service.
- 2 Professional development is to be linked to performance planning and review, the goals of Breakaway Toowoomba Inc., the particular service/area of employment and career aspirations of the employee.
- 3 Time away from usual work, without loss of pay may be granted to attend conferences, seminars, short term courses, education, development and training deemed by the Facilitators to be appropriate to the employee's situation.
- 4 Approval of such cases will be subject to the employer's convenience and will not unreasonably affect the operation of the work concerned but shall not be unreasonably withheld.
- 5 Employees will demonstrate commitment to their own development by allocating some of their private time to personal study and attendance at course/professional development activity/in service.
- 6 As part of their employment, all staff will participate in professional development as agreed and/or required.
- 7 All Facilitators and support workers are required to have a First Aid Certificate before commencement of work with Breakaway Toowoomba Inc.

**PROCEDURE:**

- 1 Complete Application Form (refer Appendices) to attend all internal and external professional development activities.
- 2 The Facilitators of the service/activity is to authorise attendance, notify the employee with a copy of the signed approval/rejection of the application.
- 3 File the application with authorisation/rejection in the employee's personal file and forward a copy to the Facilitators.
- 4 A register of all employees' professional development will be kept by the Facilitators.

Approved (Facilitators) .....Date .....

Approved (Chairperson) ..... Date .....