

HR1.5 Learning and Development

Purpose

1. This policy seeks to balance the needs of staff for professional development, the needs of the organisation for properly qualified staff, and the need to staff the organisation's services.
2. The purpose of this policy is
 - a. to encourage and support employees in their professional and career development as part of their employment with the organisation;
 - b. to provide administrative guidelines to facilitate fairness and equity in the application of these general principles.

Alignment with Practice Standards

1. Module 1: Rights and Responsibilities
2. Module 2: Provider Governance and Operational Management
3. Module 3: Provision of Supports

Legislative Alignment

1. Fair Work Act 2009

Key Responsible Executive

Chief Executive Officer

For More Support

Your People Manager
People & Culture team

Policy Statement

1. SAVVY acknowledges that professional development is integral to personal job satisfaction, workplace productivity, reward, and recognition, and is critical to the achievement of the organisation's mission and continuous improvement in the quality of its programs and services
2. SAVVY is committed to providing a supportive and rewarding environment for employees and recognises that the quality, responsiveness, and professionalism of its workforce are linked to the further development of their skills and competencies
3. SAVVY is, as far as is feasible within its available resources, committed to providing employees with;
 - a. The opportunity to plan and develop skills, knowledge and attributes that complement organisational and work unit goals
 - b. The opportunity to participate in career development activities that extend and enhance their capabilities and capacity for advancement within the organisation
 - c. Equity of access to professional development opportunities

4. Position-specific professional development (as dictated by the business)
 - a. Where the CEO decides that it is necessary for a staff member to acquire a particular skill, to learn specific material, or to acquire specific qualifications in order for them to carry out the duties attached to their existing position, the organisation shall be fully responsible for all costs incurred in acquiring that skill, that learning, or that qualification, and the staff member shall, where necessary, be given permission to attend any such course within working hours.
 - b. It would normally be expected that any such requirements would have been taken into account in the drawing up of a position description and set out in the criteria for selection; it would thus seldom be the case that continuing employees would be required to acquire new qualifications.

5. Non-position-specific professional development (at the initiation of the employee)
 - a. In its performance review procedures the organisation shall in every case encourage the person concerned to explore their available professional development options.
 - b. Where an employee wishes to pursue further education or training but the CEO has not required that person to acquire a particular skill, to learn specific material, or to acquire specific qualifications to carry out the duties attached to their existing position, the organisation shall endeavour to facilitate such education or training through
 - i. permitting (at the discretion of the CEO, and taking into account the efficiency of the workplace) any rearrangement of working hours that would assist such development
 - ii. permitting (at the discretion of the CEO, and taking into account the efficiency of the workplace) any use by the person of the organisation's equipment or services that would assist in that development
 - iii. permitting (at the discretion of the CEO, and taking into account the efficiency of the workplace) any annual leave or unpaid leave arrangements that would assist in that development
 - iv. granting access to financial professional development assistance up to \$1,000 per annum (full time equivalent) to cover costs of professional development courses, seminars or professional memberships
 - v. granting up to three (3) days of paid study leave as necessary to attend relevant courses, seminars or examinations.

Procedures

1. Responsibilities
 - a. It shall be the responsibility of the CEO to authorise an appropriate expenditure budget to facilitate appropriate professional development opportunities for staff.
 - b. It shall be the responsibility of all line managers to ensure that staff are offered and permitted appropriate professional development opportunities, taking into account the needs of the individual as well as the organisation.
 - c. It shall be the responsibility of the People & Culture team to provide relevant advice, coaching and support to managers and employees in the performance of this policy

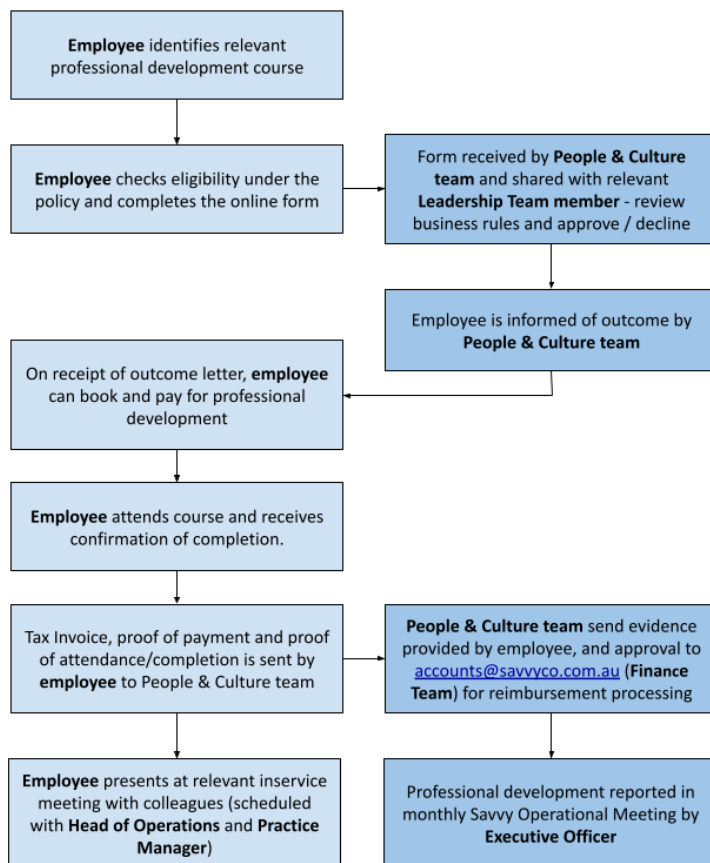
2. Professional Development
 - a. Professional development programs shall be taken to include orientation, induction and on-the-job training, career development and transition programs, internal or external courses, support for undertaking research or project work, support for participation in internal or external governance processes, attendance at conferences or seminars, and networking, coaching and mentoring programs.

3. Proposals for Professional Development
 - a. Employees shall be encouraged as part of the performance review process to take an active role in their own ongoing professional and career development and to apply their learning to its most effective use.
 - b. Any proposal by an employee for any change in their existing conditions of employment (hours of work, taking of leave, use of equipment, etc.) to facilitate their professional development shall be considered by the CEO subject to:
 - i. the policy of the organisation to encourage such development where possible;
 - ii. the overall training needs and priorities of the organisation;
 - iii. satisfactory assurances from that person's supervisor that the business of the organisation can be carried on satisfactorily in those circumstances; and
 - iv. equity in the provision of such facilitation between employees.
 - c. Any such agreement shall be fully documented in that person's personnel file.

4. Professional Development Financial Assistance
 - a. Permanent employees, who have completed probation, are eligible to apply for Professional Development Assistance by completing an online request form and submitting this for approval by the relevant member of the Leadership Team (Clinical Director, Recreation Director, Head of Operations etc).
 - b. Any approved professional development should meet the following requirements:
 - i. Related to role performed at Savvy Services Pty Ltd, and
 - ii. Address a need for the business to build capability and upskill relating to the role performed, or to address gaps in service, or bring new skills and service lines into the business.
 - c. The employee must complete the online form to request approval before enrolling.
 - d. Requests are sent to the relevant member of the Leadership team for approval. Approval will only be given if the above criteria is met.
 - e. Any individual in receipt of Professional Development Assistance will be required to provide a presentation at an inservice to members of the team / colleagues on the key topics and outcomes of the course to share learnings. Materials should also be shared with colleagues to assist with further learning.
 - f. Where any new skills are learned, these should be applied and performed as part of the individual's role within a reasonable period, and the individual may be required to undertake other associated activities to market new services or drive additional membership to services as appropriate.
 - g. Below responsibilities relate to the Professional Development Financial Assistance process
 - i. Employee - The employee will be responsible for identifying professional development opportunities, gathering relevant information and completing (and submitting) the Professional Development Assistance form for approval. The employee will make payment for any approved courses or memberships and submit the associated Tax Invoice, proof of payment and proof of completion to peopleandculture@savvyco.com.au who will arrange for reimbursement in a timely fashion.
 - ii. Leadership Team - The Leadership Team will action any requests within a timely period, giving full consideration to the policy and its criteria. The Leadership Team will provide recommendation or approval of development that meets the criteria (including budgetary availability), and support individuals with development within the role, through these requests and through annual performance review cycles. The Leadership Team will also ensure that any associated inservice is scheduled and performed for approved requests.
 - iii. People and Culture team - The People and Culture team are responsible for managing the approval process with the relevant members of the Leadership team. This includes collecting submitted forms and presenting applications to the Leadership Team within the monthly operational forum for their action. Once approved, the People & Culture team will confirm the outcome with the employee and provide confirmation via Employment Hero. On receipt of proof of completion,

proof of payment and associated tax invoice, the People & Culture team will provide with approval to the Finance team (via accounts@savvyco.com.au) for reimbursement to the employee.

- iv. Finance team - The Finance team will manage the timely reimbursement of employees on receipt of all required information from the People & Culture team.
- h. Process for requesting and processing Professional Development Financial Assistance is as follows:



- i. Appropriate notice should be given when submitting a form for approval. This allows time for the process to be performed, and the relevant rosters to be managed with no impact to the business.
 - ii. Approval for any Professional Development Assistance or Study Leave will be based on the appropriateness of the course to the employee's position and development needs, availability of budget expenditure, roster availability and the needs of the practice / company.
 - iii. The Professional Development Assistance Request - Savvy form can be accessed here: [link](#)
 - iv. A copy of all submitted forms will be sent and collected by the People & Culture Team. Reporting of Professional Development Assistance approved will be included in the monthly Savvy Operational Meeting.
5. SAVVY Induction, training and development schedule
- a. The CEO will be responsible for maintaining a register of training modules which are essential for SAVVY's ongoing compliance with the NDIS Practice Standards and Quality Indicators.

- b. This schedule will include:
 - i. An Onboarding suite of modules which all new employees must complete as part of their onboarding and within their probationary period.
 - ii. An annual mandatory training schedule for all employees to complete.
 - iii. Role specific modules for any staff transitioning into a new role to complete prior to or within three months of transitioning (specific timelines will be included in the schedule). This will include provision of care, operational, management and governance specific training for all levels of the organisation including staff, volunteers, Executive team and Board members.
 - c. The schedule will be aligned to the skills matrix and employees will be encouraged to refer to the schedule when completing performance planning. It will also be a tool used for employees and managers in career development planning, succession planning and in assessing continuity of care plans.
6. Employees shall be encouraged as part of the performance review process to take an active role in their own ongoing professional and career development and to apply their learning to its most effective use.
7. Professional qualifications and registration
- a. Where a job role specifies that a staff member must hold a professional qualification or registration, it is the staff member's responsibility to ensure they fulfil all requirements to maintain their qualification or registration.
 - b. Reimbursement of fees for training and education related to maintaining the qualification or registration may be negotiated as part of the contract of employment between the employee and the organisation.
 - c. Employees who are required to maintain professional qualifications or registrations who are non compliant may be terminated from employment or put on restricted duties until their qualification or registration is reinstated.

References to other SAVVY policies and external sources

- 1. HR 1.3 Induction and Orientation
- 2. HR 1.4 Performance Planning and Review

Summary of attachments

- 1. Nil

Version Control

- 1. 18 July 2023 - New Policy Creation