

POLICY

2.9 TRAINING and DEVELOPMENT



Supporting Procedure:	TBA	
Other Related Documents:	Policy 2.8 Study Leave Policy 2.10 Performance Management Policy 4.7 Travel Individual Contracts of Employment and Conditions of Service	
Category:	Human Resources	
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Introduction

The Peel-Harvey Catchment Council (PHCC) is committed to the advancement, personal and professional development of its Employees. To the extent that resources permit, PHCC encourages training and development and will consider requests to assist Employees in attending training, conferences, seminars and workshops that will extend and/or enhance their skills and knowledge to enable them to be more effective in their jobs and/or agreed future career progression. Training and development is the joint responsibility of the PHCC and the Employee.

This Policy applies to all full-time and part-time Employees who have successfully completed their probationary period. Casual and volunteer workers are excluded from the provisions outlined in this document, unless approved by exception by the CEO. Board Members are also encouraged to attend training and workshops relevant to their specific portfolios.

This Policy should be read in conjunction with Policy 2.8 Study Leave.

Definitions

For the purposes of this Policy:

'Board Member' means a member of the PHCC Board of Management

'Board of Management' or **'Board'** means the Association Members of PHCC and has the same meaning as the word 'Council' in the Constitution

'Employee' means all paid employed persons in PHCC

'Manager/Supervisor' is an Employee who is the direct report of another Employee

'Procedure' is a documented process

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Policy Statement

The purpose of this Policy is to ensure all Employees have equal access to training and development opportunities, outline the provisions for training and clarify the application and approval process.

The granting of training and development opportunities will be made on a case by case basis and must be directly related to the individual's current role or an agreed future career progression. Training opportunities may be extended to Volunteers and/or partners (e.g. Landcare Groups and similar), at the discretion of the CEO.

Board Members are also encouraged to attend training and workshops relevant to their specific portfolios.

Training and development opportunities are generally funded via the PHCC wages budget (training and development component), but in some instances, may be required to be funded from the projects operational budget.

1 Conferences and Seminars

- 1.1 At the recommendation of the Manager/Supervisor, the Chief Executive Officer has the authority to approve Employees' attendance at conferences, seminars and other training sources (including those outside of Western Australia), or in the case of the CEO or Board Members, this authority will be via the Chairperson and/or Board of Management. The authority which is sought must specify the associated costs including whether or not accommodation or travelling expenses are sought
- 1.2 Managers/Supervisors must ensure that when requesting approval for Employees to attend conferences, seminars and other training sources, the necessary budgetary allocations have been made and the course has been identified within the training and development section of the Employee's performance and development review, or is directly relevant to the individual's role, or agreed future career progression
- 1.3 The Chief Executive Officer or Chairperson (in the case of the CEO or Board Members) may require a report or evaluation to be submitted following attendance at a conference or seminar to assess the value of such attendance and expenditure and/or share relevant information with other staff or Members, via written or other presentation methods (e.g. presentation).

2 Training

- 2.1 Training expenditure will be allocated according to organisational needs and funding allocations and will be reviewed on an annual basis. The Chief Executive Officer will have the final arbitration over training priorities according to the PHCC's strategic requirements.
- 2.2 Managers and Supervisors have an on-going responsibility to identify the training and development needs of their Employees through the performance and development review process.
- 2.3 Training and development opportunities vary but include:
 - 2.3.1 Courses available through commercial or not-for-profit training providers
 - 2.3.2 On-the-job training programs; and
 - 2.3.3 Observation visits to other organisations which allow Employees to observe different work practices and methods.

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3 Conference, Training, Study and Tour Expenses

All training that has been authorised by the Chief Executive Officer (or in the Case of the CEO or Board Members by the Chairperson or Board of Management) shall be paid for, to the extent that funding allows, by the PHCC including travel, accommodation and meal expenses. Any other expenses incurred may be approved at the discretion of the CEO. The PHCC will not cover any alcohol related expenses

- 3.1 The PHCC Training and Development Procedure outlines the procedure for booking accommodation and associated arrangements/expenses, including guidelines for accommodation and other associated costs. The PHCC may pay a portion of costs only, should Employees and/or Board Members choose to exceed maximum reimbursement payments. All relevant expense details are to be approved prior to travel.

4 Responsibilities

- 4.1 It is the responsibility of **Management** to:

- 4.1.1 Adhere to the provisions of this Policy when approving applications for training and development
- 4.1.2 Identify and support training and development needs, relevant to the Employee's direct role or agreed career progression, in annual performance development reviews and at other times
- 4.1.3 Where possible, seek appropriate training and development budgets in grant applications and at other opportunities; and
- 4.1.4 Process all applications for training and development as soon as possible.

- 4.2 It is the responsibility of **Employees** to:

- 4.2.1 Adhere to the provisions of this Policy, and associated procedures, when making an application for, and undertaking, training and development
- 4.2.2 Identify training and development opportunities relevant to their individual role or agreed career progression, for consideration by their Manager/Supervisor
- 4.2.3 Attend and actively participate in training and development opportunities as identified or approved by PHCC
- 4.2.4 Attend breakout or similar sessions at conferences or alike that are most relevant to their individual role, attend each session that has been paid for and conduct themselves in a professional manner; and
- 4.2.5 Share their learnings with their colleagues.

5 Application

- 5.1 Applications for training and development are to be submitted to the Employee's direct Supervisor for consideration

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5.2 Upon receiving an application for training and development, the Employee's Supervisor is to consider the merits of the professional development, and make a recommendation to the Chief Executive Officer for final decision, and provide written advice to the Employee as soon as possible.

6 Chief Executive Officer and Executive Members

Approval is required from the Executive Committee for the Chief Executive Officer or Board Members to attend conferences/seminars, training and development.