

OFFICERS PROFESSIONAL DEVELOPMENT POLICY

Policy number	POL039	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union acknowledges that professional development for its officers on Branch Council and Branch Executive is integral to their personal satisfaction as elected officials and is critical to the achievement of the Union's objectives and continuous improvement in the quality of its programs and services.

The Union is, as far as is feasible within its available resources, committed to providing its officers with the opportunity to equitably access professional development which will seek to develop skills, knowledge and attributes that enable them to better perform their roles.

PURPOSE

The purpose of this policy is

- to encourage and support officers in their elected role through the provision of appropriate professional development;
- to provide administrative guidelines to facilitate fairness and equity in the provision of professional development for officers.

POLICY

Necessary officer professional development

Where the Executive decides that it is necessary for an officer, including the Branch Secretary, 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 elected position, the Union will be fully responsible for all costs incurred in acquiring that skill, that learning, or that qualification, and the officer will, where necessary, be given permission to attend any such course within working hours.

If the officer is employed by the ACT government then the Secretary will, where necessary, seek permission from their employer for paid or unpaid leave to attend any such course within working hours. Should the leave be unpaid Branch Executive will offer to cover the cost of the lost salary.

Necessary officer professional development includes all training of officers required under any applicable legislation [e.g. Financial Management training under the *Fair Work (Registered Organisations) Act 2009*].

The cost of all necessary officer professional development will be allocated against the budget line item of Executive/Branch Council Professional Development.

However, necessary officer professional development does not include union business such as activities in which the Union requires officer participation as a necessary part of the work of the Union. (E.g. attendance at AEU Federal Conference and Federal Executive or at National TAFE Council or Executive) The cost of these union business activities will be allocated from line items as determined by the Secretary.

The Branch Executive may approve expenditure for necessary officer professional development beyond the budget allocation for Executive/Branch Council Professional Development on a case-by-case basis.

Agreed officer professional development

Any officer may request that Branch Executive agree to a proposal for professional development so that the person may better perform their elected role. These proposals must include all costs requested to be met by the Union.

As far as possible, these proposals will be put to the Branch Executive in time for them to be considered as part of the Union's Annual Strategic Plan. Once agreed these proposals will be implemented in accordance with that approved plan and as costed for in the line item of Executive/Branch Council Professional Development, within the Annual Budget.

The Branch Executive may approve expenditure for agreed officer professional development, beyond the budget allocation for Executive/Branch Council Professional Development on a case-by-case basis.

AUTHORISATION

Secretary
AEU ACT Branch