



Employee Professional Development

Australian Education Union ACT Branch Policy

Policy Number	POL054	Version	2.0
Last Reviewed	10/03/2021	Next Review	10/03/2024

PURPOSE

The purpose of this policy is to facilitate the undertaking of professional development (PD) by employees and provide for approval of the costs associated with approved PD.

POLICY

PD includes:

- compulsory PD required for employees to undertake their designated roles, including:
 - training required under any applicable legislation;
 - Aboriginal and Torres Strait Islander Cultural Competence which is mandatory for every Union employee unless an exception is made by the Branch Secretary due to previous education or experience; and
 - any other training identified by the Union as being required for the employees;
- PD identified as part of the employee's annual Professional Development Plan (PDP); and
- PD identified by the employee, which is not compulsory, or part of their PDP (Other PD).

RESPONSIBILITIES

It is the responsibility of the Branch Executive to set the annual budget for PD.

It is the responsibility of the Branch Secretary to:

- identify any compulsory PD;
- make all employees aware of this policy; and
- consider requests for Other PD.

It is the responsibility of managers to:

- undertake and negotiate PDPs with employees to identify relevant PD and record it in writing; and
- facilitate the employee's attendance at all required and approved professional development.

PROCEDURES

- PD that is compulsory or that is identified in an approved PDP will be undertaken at the Union's cost.
- All PD that is compulsory or that is identified in an approved PDP, including reasonable travel expenses, will be organised, funded, and facilitated through the employee's manager and the Business Manager, within the annually budgeted amounts.
- All costs associated with Other PD may be paid for in part or in full at the discretion of the Branch Secretary.
- When an employee seeks to undertake Other PD, the employee will make a request in writing to the Branch Secretary, setting out:
 - the type of professional development;
 - the reasons for requesting the professional development; and



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- any known costs associated with undertaking the professional development, including any travel and time off required.
- The Branch Secretary will, at their discretion, determine whether to approve the request for Other PD. If the request is approved the Branch Secretary will communicate their approval in writing to the employee.

RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.