

STAFF LEARNING AND DEVELOPMENT

1. STATEMENT OF POLICY INTENT

The intent of this policy is to outline the framework for learning and professional development for staff at the Wentworth Shire Council.

2. DEFINITIONS AND ABBREVIATIONS

Act	Local Government Act 1993 (NSW)
GM	General Manager
MHR	Manager Human Resources

3. POLICY

Wentworth Shire Council is committed to developing a highly skilled and flexible workforce by providing staff with opportunities in professional growth and development.

We provide learning and professional development opportunities that meet:

- Corporate objectives
- Skills and/ or knowledge requirements based on position descriptions and succession planning
- Statutory licencing and certification requirements
- Individual staff needs

Learning and development opportunities include, but are not limited to;

- Formal internal and/or external training
- On the job training
- Attendance to seminars and conferences
- Mentoring and coaching
- Project assignments

Staff Learning and Development is broken up into four main categories:

Corporate Learning

Corporate learning activities are essential for an employee to participate effectively in the workplace and include:

- Corporate and site induction
- Occupational health and safety
- Code of conduct
- Equal Employment Opportunity.

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Application:	All Staff		
Attachments:	Nil		

Statutory Learning

Statutory learning activities are those which are an essential requirement to perform specific tasks. These include:

- Plant and Equipment licences/ certificates
- Legislative qualifications or licences such as Confined Space Entry
- NSW Construction Induction Card

Job Specific Learning

Job specific learning activities are required for an employee to effectively perform their roles and responsibilities within Council as detailed within the position description. Examples include:

- Industry specific workshops
- Skill base training
- On the job training

Professional Development Learning

Professional Development Learning activities go beyond the skills and knowledge outlined in the position description and will assist employees developing their career and add value to the Council. Examples include:

- Acting in another employee's position
- Seminars and conferences
- Internal/ external courses deemed relevant to the development of the employee
- Specific project or assignment work
- Tertiary qualification

Cancellation

Once a learning activity has been scheduled it must be undertaken, unless there are special circumstances. Employees must discuss these circumstances with their direct supervisor, and then notify the organising officer forty-eight hours (if possible) prior to the learning activity. The supervisor is required to liaise with the organising officer and find a substitute participant if appropriate.

4. RESPONSIBILITY/ACCOUNTABILITY**Directors / Managers**

- Create learning and development plans for employees and submit to MHR by the end of February each year. This will assist the MHR develop a yearly training program.
- Ensure that employees meets statutory, licencing and certification training requirements.
- Ensure that employees attend scheduled training. If an employee is unable to attend the scheduled training provide a substitute employee if appropriate.
- Review and discuss your employees learning progress. Support their individual needs so that they

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Staff

- Complete the Staff Learning and Professional Development Request form and get approval well in advance of the training.
- Provide formal/ informal feedback and information to relevant staff.
- Attend all scheduled training.

All staff are responsible for familiarising themselves with this policy and adhering to its requirements.

5. RELATED DOCUMENTS**5.1. ASSOCIATED LEGISLATION**

Local Government (State) Award 2007

5.2. ASSOCIATED GOVERNMENT POLICY PROVISIONS

Nil

5.3. ASSOCIATED COUNCIL DOCUMENTS

Staff Learning and Professional Development Approval Form

Staff Study Assistance Policy

6. POLICY STATUS

This policy was formally adopted by Council on 21 April 2010 and commenced operation on 21 April 2010. This policy replaces the previous version adopted on 19 April 2006 and includes changes to training categories and responsibilities and accountability of Directors, Managers and staff.

7. POLICY REVIEW

This policy may be amended or revoked at any time and must be reviewed at least twelve months since its adoption (or latest amendment).

8. AUTHORISATION

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Position: General Manager

Date:/...../.....

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