

Professional/Capability Development

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Major changes/additions since the last version was approved are indicated by a vertical line in the left hand margin.

1 Introduction

1.1 Purpose

To enhance the overall capacity and capability of Ara to meet its institutional priorities and the ongoing professional development of individual staff members.

1.2 Scope and Application

This policy applies to all staff whose appointments and employment agreements include provisions for Professional/Capability Development.

1.3 Formal Delegations

As specified in the CPP120b People and Development Delegations Schedule.

1.4 Definitions

Capability Framework: a structured, consistent way for both individuals and the organisation to develop skills and best practice.

<p>Related Ara Procedures (Infoweb)</p> <ul style="list-style-type: none"> Academic Promotion CPP120b People and Development Delegations Schedule Employment Agreements 	<p>Related Ara Policies</p> <ul style="list-style-type: none"> APP803 Research and Scholarly Activities CPP205 Council/Staff Discounted Fees CPP206 Financial Support for Higher Qualifications CPP212 Appraisal CPP216 Leave Management CPP218 Induction
<p>Related Legislation or Other Documentation</p> <ul style="list-style-type: none"> State Sector Act 1988 Education Act 1989 	<p>Good Practice Guidelines (Infoweb)</p> <ul style="list-style-type: none"> Professional Development Guidelines Capability Frameworks
<p>References</p>	
<p>Notes</p> <p>Management and staff may seek further advice regarding professional development from:</p> <ul style="list-style-type: none"> the Good Practice Guidelines for Professional Development on the Infoweb. their immediate supervisor the designated HR Business Partner for their area People and Development 	

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2 Principles

- 2.1 Development is integral to a person's professional life.
- 2.2 Development of staff is integral to building the capability of Ara.
- 2.3 The initial focus of professional development is to ensure that staff are competent in the activities and responsibilities of their current position.
- 2.4 Professional Development at Ara will be undertaken in accordance with Ara goals, objectives and capability frameworks. Staff can be directed to undertake particular professional development in the interests of achieving Ara institutional priorities.
- 2.5 Professional/capability development will enhance a staff member's career.

3 Associated procedures for Ara Corporate Policy on: Professional/Capability Development

Contents:	3.1	General
	3.2	Work-Related Activities
	3.3	Volunteer Work in the Community
	3.4	Funding
	3.5	Planning and Recording

3.1 General

- a Professional development entitlements are specified in the staff member's employment agreement.
- b For proportional and tenured staff professional development entitlements are provided in the year in which the leave is taken. For tenured Part Time staff the amount of professional development time is determined by the number of contact hours completed as a tenured Part Time staff member in the previous calendar year.
- c The timing and content of professional development must receive prior approval from the appropriate line manager.
- d Replacement staffing for professional development leave is not available as of right.
- e Individual staff professional development plans will be informed by the appropriate capability framework.
- f A staff member can be directed to undertake specific professional development when it is for the purpose of developing capabilities that contribute to the achievement of institutional priorities.
- g More detailed information for managers and staff on these aspects of professional development, including templates for planning and reporting, are available in Professional/Capability Development Guidelines in the Policies, Procedures and Forms section of the Infoweb.

3.2 Work-Related Activities

To be deemed as professional development the activity must be work related in that it will:

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- a Develop the staff member's capability in their current position;
- b Achieve Ara institutional priorities;
- c Prepare the staff member for a new or future position which develops their career and is of value to Ara;
- d Benefits Ara in any other way, for example, by developing capabilities which enhance the flexibility and value of the staff member as an employee.

3.3 Volunteer Work in the Community

In accordance with Ara values, a staff member may use one day of their professional development entitlement per year to take part in community volunteer work, under the following conditions:

- a The work will be for a community group or project in the Canterbury region approved by the line manager.
- b The date of the leave and the name and contact information of the community group will be identified in the staff member's professional development planning document.
- c The requirements of Section 3.5 (Planning and Recording) of these procedures apply, as they do to all professional development time.

3.4 Funding

- a Collective Employment agreements specify the funding available to professional development for different types of employees. Other allocation/s may be made at the discretion of the employer.
- b Applications need to fit with Divisional and Departmental processes. Cross Institutional Professional Development budgets are set prior to the year beginning.
- c Ara has a policy to support staff in gaining higher qualifications where they are required by accreditation requirements or NZQA, legislation, industry or professional associations. See the policy "*CPP206 Financial Support for Higher Qualifications*" on Infoweb.

3.5 Planning and Recording

Professional development planning is the joint responsibility of the staff member and their manager.

- a For existing staff, their manager is expected to develop and agree a professional development plan each year.
- b New employees' professional development planning and activities will begin on appointment informed by the information gathered during recruitment and induction and according to the appropriate capability framework, as the trial/probation period is worked.
- c Once the needs of all the parties have been considered and entitlements and support, including funding, established, a Professional Development Plan will be compiled by the staff member, approved by their manager and recorded in accordance with the CPP216 Leave Management policy and the appropriate capability framework and associated procedures.

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