



Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Staff Development and Training

Establishment: Council

Last Amended: CWA 2006 - 2008, 21 August 2006

Nature of Amendment:

Date Last Reviewed:

Responsible Officer: Director, Human Resources

ENTERPRISE AGREEMENT 2010–2013, CLAUSE A27 STAFF DEVELOPMENT AND TRAINING

Academic staff are required to participate in specific orientation and induction training as follows:

A27.1 Flinders Foundation of University Teaching for all new academic staff;

A27.2 supervision of higher degree research students for all staff new to the supervision of higher degree research students;

A27.3 student placement for all staff new to the coordination of placements.

Policy and Procedures

1. Aims

The University is committed to the provision of training and career development opportunities for all University staff in order to:

- 1.1** effectively implement the intent of this Agreement;
- 1.2** recognise a commitment to achieving a more skilled and flexible workforce;
- 1.3** promote improved performance and efficiency;
- 1.4** assist staff to extend and enhance their capabilities in key areas for the University;
- 1.5** assist staff to meet changed and emerging workforce demands;
- 1.6** support occupational health and safety, equal opportunity and affirmative action policies; and
- 1.7** offer staff the opportunity for impartial review of their performance and provide avenues to develop in areas where appropriate.

2. Scope

Staff development and training is coordinated through the Staff Development and Training Unit and is provided by a variety of means and in all areas of the University.

3. Participation

The University will encourage:

- 3.1 attendance of staff at training and development activities; and
- 3.2 staff participation in further study, training and professional development at times outside normal working hours and the agreed span of hours.

4. Opportunity to participate

Where the University provides structured training programs within normal hours of duties, supervisors have a responsibility to provide staff with the opportunity to participate in such programs. Equally, where the University provides structured training programs within the span of hours but outside the normal hours of duty, staff may undertake, on a voluntary basis, to participate in such programs.

5. Priorities

The University's priorities for staff development and training include:

- 5.1 orientation and induction training for new staff, including sessionally employed academic staff;
- 5.2 training for supervisors and other newly appointed heads in the full range of their responsibilities;
- 5.3 use of information and communication technology to support teaching and learning;
- 5.4 supporting academic staff in curriculum design and development;
- 5.5 development of resources and activities for academic staff to improve the quality of learning experiences for first year students, students engaged in practicum and postgraduate studies;
- 5.6 development of resources and activities for staff located on remote sites;
- 5.7 preparation of academic staff contributing to teaching off-shore;
- 5.8 special training needs of technical staff and of professional staff;
- 5.9 provision of resources and activities for Academic Integrity Education and Management for academic staff and students;
- 5.10 professional development for academic and general staff, on activities which emerge from staff review, development and performance schemes;
- 5.11 training for Indigenous Australians and women; and
- 5.12 Occupational Health & Safety, Rehabilitation and Equal Opportunity training, including cross-cultural awareness.

Related Links

[Academic Induction Programs - Guidelines for Staff and Supervisors](#)