

Professional Development Policy

Document

Document Name	Professional Development Policy
Brief Description	The Professional Development Policy sets out Sydney Institute of Business and Technology's (SIBT) approach to encourage and support academic staff through the provision of learning and development opportunities in relation to their role and responsibilities.
Responsibility	Academic Director
Delegated Approver	Academic Board
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Version Control

Date Approved	Version No.	Summary of Changes	Approver
05/02/2016	1	Combined the policy to incorporate all staff (Teaching and Administrative)	Senior Management Team
28/03/2018	2	Policy Statement updated and approved by Academic Board	Academic Board
16/4/2024	3	Strengthened purpose. Added Responsibilities and a definition. Added Support for Professional Development, Application of Professional Development and Review sections	Academic Board

Related Documents

Name	Location
Staff Code of Conduct	SIBT Website
Staff Recruitment, Appointment, and Induction Policy	SIBT Website
SIBT Corporate Plan	Navitas Intranet
Navitas Learning Portal	Navitas Intranet
Higher Education Support Act 2003	https://www.legislation.gov.au/
Higher Education Standards Framework (Threshold Standards) 2021	https://www.legislation.gov.au/
Education Services for Overseas Students Act 2000	https://www.legislation.gov.au/
National Code of Practice for Providers of Education and Training to Overseas Students 2018	https://www.legislation.gov.au/



Name	Location
Higher Education Provider Guidelines 2023	https://www.legislation.gov.au/



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1. Purpose

- a) The purpose of the Professional Development Policy is to recognise the importance of engaging highly skilled staff to undertake a range of roles, and the need to provide opportunities for professional development to ensure that academic staff are enabled to up-skill and improve skills relevant to their roles and responsibilities.

2. Definitions

Term	Meaning
Professional Development	the provision of learning and development opportunities and activities to extend and broaden the scope of professional capabilities of employees in relation to their role and responsibilities.

3. Application

- a) The Professional Development Policy applies to all SIBT academic staff including permanent, casual, and contracted staff members.

4. Policy Statement

- a) Sydney Institute of Business and Technology (SIBT) recognises:
 - i. The importance of engaging highly skilled and knowledgeable staff to undertake a wide range of academic roles across SIBT;
 - ii. The need to provide easy access to opportunities for professional development relevant to their roles and responsibilities.
- b) SIBT will promote a culture of learning and innovation.
- c) SIBT aims to provide training and development to staff which:
 - i. Maintains and enhances knowledge, skills and effectiveness;
 - ii. Assists staff to meet their professional goals;
 - iii. Increases job satisfaction;
 - iv. Prepares staff for changing duties and responsibilities;
 - v. Motivates staff to achieve their full potential; and
 - vi. Aligns with expectations as outlined in SIBT's Corporate Plan, and the individual's Performance Plan and Position Description;
 - vii. Is relevant, therefore delivered urgently, when considered time sensitive e.g., risks to academic integrity due to new developments in Generative AI
- d) In striving for excellence, teaching staff are expected to keep abreast of developments in higher education.

5. Responsibilities

- a) The development of staff is a responsibility shared by individual staff members, line managers, and SIBT Management. These responsibilities are:
 - i. Staff members

- Individually responsible for their own learning and development as well as contributing to the development of their Team through sharing their expertise/experiences.
- Academic Staff are expected to attend at least two (2) professional development sessions over a 12-month period which may be in the form of scholarly activity.
- ii. Line Managers
 - Are responsible for encouraging their staff members to identify and participate in learning and career development activities.
 - Are expected to, as much as possible, facilitate access to learning and development activities for individuals or groups of staff, subject to the operating requirements of the Team.
- iii. SIBT Management
 - Has a responsibility to provide access to relevant professional development activities and tools to ensure staff members have the capacity to fulfill their roles and responsibilities.

6. Professional Development Activities

- a) Professional development is seen as a continuous process. Professional Development Activities should focus on both personal and professional development which is beneficial to the employee and the organisation as a whole.
- b) Training and development activities will be tailored to the nature of the role and may include, but are not limited to:
 - i. Seminars and workshops;
 - ii. Short courses;
 - iii. Conferences and networking events;
 - iv. Technical skills updates;
 - v. Peer review/observation and mentoring;
 - vi. Self-evaluation of performance;
 - vii. Review of courses;
 - viii. Sharing of good practice or innovative procedures;
 - ix. Engagement in research;
 - x. Teaching at other tertiary education providers;
 - xi. Job enhancement;
 - xii. Courses leading to qualifications; and
 - xiii. Professional memberships and professional reading.

7. Promotion of Professional Development

- a) It is expected that all academic staff members will undertake relevant sponsored or non-sponsored Professional Development Activities annually.
- b) The Program Convenors are responsible for promoting professional development amongst teaching staff, within:
 - i. Teaching staff position descriptions;
 - ii. Letters of Offer;
 - iii. Access to the Professional Development Schedule;
 - iv. Onboarding processes, and;
 - v. Academic staff orientation program prior to the commencement of each teaching session.

- c) SIBT provides a number of professional development opportunities on campus throughout teaching sessions, at no cost to attendees, usually relating to teaching and learning.
- d) The Program Convenor is responsible for prioritising training and development activities for teaching staff throughout the year.
- e) All line managers of ongoing staff are responsible for identifying professional development opportunities during staff performance plan sessions.

8. Support for Professional Development

- a) SIBT will provide support for professional development activities including but not limited to:
 - i. Financial support e.g. conference fees, travel and accommodation;
 - ii. Flexible working hours for permanent staff to accommodate professional development (e.g. reducing hours on one day of the week, on the condition that hours are made up on another day of the week); and
 - iii. Administrative resources such as photocopying, printing, computing.
 - iv. Allocations of budget for funding of teaching staff professional development activities.
- b) The combination and amount of support will be agreed upon between the staff member and their line manager.
- c) Support will not usually be provided where a staff member has been employed for less than six (6) months. A staff member, who resigns from employment with the SIBT within 12 months of receiving financial support, may be required to refund the amount received in the final 12 months of employment.

9. Application for Professional Development Activities

- a) All applications for professional development should be discussed with the staff member's line manager in the first instance and, where possible, be incorporated into a staff member's performance plan.
- b) Applications should be submitted no less than six (6) weeks prior to the commencement of the professional development activity to the staff member's line manager and it should outline the objectives and/or benefits expected to be gained from the activity for SIBT and the individual.
- c) The application will be considered, and if supported by the applicant's line manager, forwarded with a recommendation to the College Director and Principal, for approval. Application outcomes will be shared with applicants by their line manager.
- d) Training and development activities should not be booked / confirmed until approval has been provided unless the applicant wishes to take full responsibility for the activity regardless of the SIBT support.
- e) Training and development activity that extends beyond one Trimester (e.g. University or TAFE study), or one single activity (e.g. one-off training course), requires re-application for subsequent support.
- f) Any teaching staff member is eligible to apply for funding for professional development through a process, which considers applications in light of:
 - i. Academic benefits of the proposed activity to SIBT, its students and staff member;
 - ii. Relevance to the discipline taught at SIBT;

- iii. Relevance to the scholarship of teaching and learning;
 - iv. Relevance to the level of responsibility;
 - v. Staff development priorities informed by student evaluations and the learning and teaching goals of SIBT;
 - vi. Financial and resource constraints.
- g) Teaching staff can apply for funding for professional development at any time for a maximum two (2) times per year.
 - h) Academic staff members wishing to undertake training and development activities should complete an online Application for Professional Development form.
 - i) On completion of the professional development activities, staff are required to provide a brief written summary of the outcomes as they apply to the participant and SIBT and present these to a Staff Meeting or deliver an internal professional development session.
 - j) Teaching staff who were granted funding for their professional development will be excluded from future funding if:
 - i. They did not provide a brief written summary of the outcomes and present these to a Staff Meeting; or
 - ii. Deliver an internal professional development session.

10. Recording of Professional Development Activities

- a) All academic staff are to record their professional development activities using the [SIBT Scholarship Register Form](#).
- b) It is a condition of employment that academic staff ensure their professional development activities record is up to date, so that SIBT can ensure that staff are engaging in regular professional development.
- c) Professional development activities also need to be discussed during each staff members' annual performance review. Information gained from Professional Development records is also used to monitor trends and inform future training and development activities which will be recorded in the SIBT Professional Development and Scholarship Plan.

11. Review

- a) The Professional Development Policy is reviewed every three (3) years by the person with delegated responsibility for this policy and the Quality and Compliance Manager and at the time of any changes to the regulatory compliance requirements, legislation, regulation, and guidelines.