Staff Training and Development Policy

1. Purpose
   1.1 Education Centre of Australia Pty Ltd (‘ECA’) recognises the importance of training and developing its staff.
   1.2 ECA understands that its employees are key to its success as an organisation. It therefore encourages its staff to be continually improving their skills and abilities both through on-the-job and off-the-job training.
   1.3 ECA acknowledges that training and development of staff provides benefits both to its employees in terms of their overall career and prospects for advancement within the organisation, as well as being central to the success it is able to achieve as a business.
   1.4 This Staff Training and Development Policy (Policy) sets out what ECA may offer employees through training and development opportunities aimed at promoting the growth of individuals, teams and achieving success for the organisation.

2. Commencement of Policy
   2.1 This Policy will commence on and from 1 January 2014. It replaces all other policies dealing with staff training and development (whether written or not).

3. Application of the Policy
   3.1 This Policy applies to all employees of ECA. This Policy does not form part of any employee’s contract of employment. Nor does it form part of any other workplace participant’s contract for service.

4. Training
   4.1 ECA may require you to undertake specific training related to your current position, or as a prerequisite for performing a different position, for example if you are promoted to a higher position. Any such training may be carried out either at ECA’s premises or externally.
   4.2 Training opportunities may also arise as part of your performance review. ECA encourages employees to propose suggestions for employment-related training to assist their development.
   4.3 You are required to have the permission of ECA prior to either signing up, or attending, a training course. If you fail to obtain permission, ECA in its discretion may decide to not reimburse you for any course fees you have paid or discipline you for any time you have taken off work without authorisation (up to and including termination of employment).

5. How does staff development work?
   5.1 Individual staff training and development needs should be discussed during ECA’s staff development review process. The review process is designed to:
   a) encourage constructive dialogue between staff members and their supervisors;
   b) enhance the staff member’s professional development;
   c) clarify job responsibilities and performance goals/expectations;
   d) establish appropriate development and performance objectives;
   e) help staff identify a possible career path for themselves;
f) identify ways in which ECA’s organisation and/or operation might enable individuals to improve their performance;

g) ensure that information on job performance and achievements is recorded in each staff member’s employment history; and

h) provide a basis for decisions on remuneration.

6. What can ECA offer?

6.1 ECA may offer any of the following opportunities for staff development:

a) an induction program when you join ECA, to understand the manner in which ECA operates, including what contribution you are expected to make;

b) various degrees of support as you develop the competence and capability for which you have been employed;

c) the opportunity to develop new competencies and capabilities relevant to your employment with ECA, and which enhance your career prospects and lifelong learning both within and outside ECA;

d) to participate in ECA’s staff development review process with your line manager, including identifying opportunities for ongoing training and/or support, an annual review of your previous development programs and identification of plans for the future;

e) an exit interview when you leave ECA, so that your comments may be incorporated into the development programs of other members of staff.

7. What ECA Expects From You

7.1 ECA expects that you will:

a) develop your skills and capabilities which are aligned to ECA’s strategy at the appropriate level, e.g. team or individual;

b) participate in staff development review process in partnership with your line manager, including an annual review of your past development and identification of future plans;

c) take personal responsibility to update your specific expertise on a regular basis, as appropriate to the nature of your job;

d) contribute to team staff development where appropriate; and

e) keep a record of your staff development activity.

Variations

ECA reserves the right to vary, replace or terminate this policy from time to time.
Policy version and revision information
Policy Authorised by: David Tulloh  Original issue: 1/01/2014
Title: Operations Director
Policy Maintained by: David Tulloh  Current version: 1
Title: Operations Director
Review date: 1/01/2015

Employee acknowledgement

I acknowledge:

- receiving the ECA Policy;
- that I will comply with the Policy; and
- that there may be disciplinary consequences if I fail to comply with the Policy, which may result in the termination of my employment.

Your name: 

Signed: 

Date: 