

# Continuing Professional Development Policy

Document ID: CPDP

Approved by: CEO

Approval Date: 26.05.2023

This policy meets **The Standards for Registered Training Organisations (RTOs) 2015**:

## **Clauses 1.13 – 1.16 – employ skilled trainers and assessors**

This policy also meets the requirement under the **Smart and Skilled: Teaching and Leadership Policy** of ensuring all staff receive professional development to maintain currency relevant to their qualifications.

## 1 Introduction

National Training Masters (NTM) is committed to encouraging and supporting all staff in their professional development (PD). This not only contributes to personal job satisfaction but also means teaching staff are able to maintain industry currency and enhance their skills in their vocational area.

## 2 Purpose

The purpose of this policy is to ensure NTM develops a workplace culture that values life-long learning and strengthens our employee capability by ensuring we follow the requirements and best practice guides:

- Standards for Registered Training Organisations (RTOs) 2015 and
- Teaching and Leadership Policy, Smart and Skilled
- Fact Sheet: Vocational Competence and Industry Currency, Western Australia Training Accreditation Council (TAC)
- Fact Sheet: Trainer and Assessor Regulatory Requirements Western Australia Training Accreditation Council (TAC)
- ASQA | Spotlight On trainers and assessors, Chapter 3
- The VET Practitioner Capability Framework

## 3 Scope

This policy applies to all staff, whether trainers, assessors, administration staff or managerial staff. PD is available to management, teaching, and non-teaching staff.

## 4 Policy Statement

NTM fosters a culture of continuous learning by investing in the PD of its employees. We recognise that a skilled, adaptable, and highly qualified workforce is fundamental to achieving our mission and strategic goals. This policy empowers employees to actively pursue professional growth opportunities that enhance their individual skills, contribute to departmental effectiveness, and ultimately, drive NTM's success.

## 5 General Responsibilities, Accountability and Authority

NTM's Director of Learning is responsible for approving all training requests. The CEO will approve payment of all external courses attended or qualifications enrolled in.

### 5.1 Staff responsibilities

Staff are expected to take a pro-active approach to their professional development needs by maintaining their own professional development plan. This is discussed at their annual review meeting, and they should:

- identify any competency gaps
- work with the Director of Learning to set professional development goals for the year
- identify opportunities that they wish to participate in
- approach the Director of Learning with a request to undertake the relevant opportunity
- the professional development activity should align with their vocational and teaching qualifications and be of benefit to both the person and the organisation

Discussions are to occur between the staff member and their appropriate supervisor for an agreed professional development plan that meets the development needs of NTM. The plan will be developed as part of the Annual Review process and will guide the professional development plan over the year. Managers will undertake reviews with peers

### 5.2 NTM responsibilities

Once an appropriate professional development activity has been identified, NTM will undertake to do the following:

- provide paid leave for staff to attend approved conferences
- provide study leave for staff enrolled in approved courses
- support employee membership in a relevant association, such as the Australian Institute of Health and Safety, by payment of membership fees, with a limit of one relevant association per employee each year
- support employees enrolled in a nationally recognised course relevant to their position by payment of tuition fees
- support employees to attend external training such as short courses, workshops, seminars etc by payment of costs associated with them

### 5.3 Professional development opportunities

NTM is committed to provided PD for both vocational currency and training and assessment. Opportunities that NTM may provide include:

- work-based learning;
- return to industry;
- job rotation;
- transfers;
- secondment;
- project team participation;
- job design and redesign;
- provision of training relevant to the needs of the individual and the requirements of the organisation.
- Private and secondary employment
- Mentoring
- Community of Practice (CoP)

## 6 Definitions

In this policy, the key terms are:

Term	Meaning
<b>Continuing professional development</b>	Activities undertaken by employees that contribute to their ongoing skills development
<b>Non-accredited training</b>	Training activities such as short courses which do not count towards a nationally recognised qualification or statement of attainment.
<b>CoP</b>	Community of Practice or Professional Learning Community where teaching and non-teaching staff develop a network of practitioners to foster learning and best practice
<b>Private Employment</b>	Where a trainer maintains relevant work in their specialisation to maintain vocational currency
<b>Secondary Employment</b>	Where a trainer works for another RTO such as TAFE to maintain their training and assessment currency

## 7 Related Documents

Use this policy in conjunction with NTM's:

- Professional Development Plan Form
- Trainer and Assessor Matrix Form
- Private and Secondary Employment Form
- Mentoring Plan Form
- Annual Review Form
- Trainer Under Supervision Form

## 8 Contact

All contact regarding continuing professional development should be made in the first instance to the Director of Learning. If he is unavailable, please contact the office administration staff of NTM by email at [admin@ntm.edu.au](mailto:admin@ntm.edu.au) or on 1300 653 501.

## 9 Document Information and Review

This policy document will be reviewed every three years.

Review No: CPDP01/2023

Next review date: 01.05.2026

Approval and version control history

Version	Effective	Approved by	Amendment / Reason
1.0	21.03.2017	Jane Lees – CEO	Development of policy with working group
2.0	30.01.2020	David Lipták – Director of Learning	Definitions added
3.0	26.05.2023	Jane Lees – CEO	Addition of which Clauses the policy meets in Standards for RTOs 2015

**End of Policy**