

GBWCT POLICY



Document Number: 02.04.03
Effective Date: 20/06/2023
Last Review Date: 30/05/2023
Next Review Date: 01/01/2025
Status: APPROVED

STAFF PROFESSIONAL DEVELOPMENT

Golden Bay Workcentre Trust acknowledges that Continuous Professional Development (CPD) is integral to personal job satisfaction, staff and client safety, workplace productivity, and professional recognition. Professional development is critical to the achievement of our organisation's mission and continuous improvement in the quality of its programmes and services.

1.0 Purpose

The purpose of this policy is to encourage and support employees in their professional and career development as part of their employment and to provide administrative guidelines to facilitate fairness and equity in the application of these general principles.

2.0 Policy Details

The Golden Bay Workcentre Trust is committed to providing a supportive and rewarding environment for employees and recognises that the quality, innovation, responsiveness, and professionalism of its workforce are linked to the further development of their skills and competencies.

GBWCT focuses on the following levels for staff development:

1. Strategic – to enable staff to meet the expectations of our strategic plan
2. Operational – to enable staff to meet the requirements of our contracted services
3. Professional – to enable staff to develop their effectiveness and increase job satisfaction to achieve potential
4. Legal – to ensure we are operating within the law

For Professional Development to be effective, it is critical that all members of staff are committed to learning and take the responsibility to plan and manage their own career development. The annual check-in process provides staff with an opportunity to discuss their career development and identify areas that they wish to develop.

For the purposes of this policy, Continuous Professional Development (CPD) is any activity which enables a member of staff to be more effective in carrying out their professional duties which can include but is not exclusive to; in house courses; commercial courses; part-time extended (vocational courses); attendance at external events and e-learning webinars.

The Golden Bay Workcentre Trust will aim to support individuals through a variety of means within the prevailing budgetary provision and identified operational needs.

Staff must proactively engage with and take responsibility for their own professional development as well as undertake mandatory and relevant training required for a particular role. Staff are expected to avail themselves of the development opportunities provided to enable them to keep their skills updated and respond flexibly to change.

Professional development programmes shall include orientation, induction and on-the-job training, career development and transition programmes, internal or external courses, support for undertaking project work, support for participation in internal or external governance processes, attendance at conferences or seminars, and networking, coaching and mentoring programmes.

GBWCT will maintain accurate records of individuals' professional development activities.

3.0 Identifying Training Requirements

Employees shall be encouraged, as part of the annual check-in process, to take an active role in their own ongoing professional and career development and to apply their learning to its most effective use.

Any proposal by an employee for professional development shall be considered by the General Manager, subject to:

- The relevance of the proposed training to the current role/s of the employee
- The overall training needs and priorities of our organisation
- Equity in the provision of training to all employees
- The available training budget
- The impact to workload/hours

Professional Development needs may be identified through the following process:

- Annual Check-Ins
- Performance Management
- Workflow audits
- One-to-one discussions between staff and management

- Staff requests for specific training
- Management’s determination of relevant and appropriate skills development, or skills development not previously undertaken
- Recognition of developments within the relevant field or specialty
- Regular update/refresher required for specific trainings (e.g. Safeguarding Children, first aid)

CPD undertaken as part of the Professional Development policy will be recorded in the GBWCT Staff Database, individual employment files and the training spreadsheet maintained by Management.

Pre-training considerations to be discussed with employee/s:

- The reason(s) why the development is required, and specific outcomes/changes required in the job or role
- How the new skills/knowledge/experience/qualification will be implemented in the workplace
- What preparation or pre-qualification is needed before the development activity

Post-training considerations to be discussed with employee/s:

- Whether the development needs have been met
- The skill(s)/knowledge/experience/qualification gained from the development and how this can be applied in the job
- What knowledge can be shared with other colleagues
- Any help or support needed to apply the new learning in practice (coaching, peer support, professional supervision)

4.0 Mandatory Training

The following staff development activities are mandatory and the General Manager should ensure staff participation in these where appropriate:

- Induction/Initial Health and Safety Training
- Equality and Diversity
- Te Tiriti o Waitangi training
- Safeguarding children and young people (core children’s workers only)
- IT systems and security
- Workplace First Aid (nominated members of staff)

5.0 Roles & Responsibilities

It is the responsibility of the Manager to ensure that:

- All staff are made aware of their entitlement to CPD, and have access to training opportunities that are appropriate to the nature and term of their employment
- The annual budget for training opportunities is decided in consultation with the wider Management Team
- Staff are not prevented from attending approved training by work commitments.
- All training is provided by a credible and appropriate provider, and certification is provided to course attendees where appropriate.

6.0 Policy Scope

All GBWCT staff