

Professional Development

Policy and Procedure

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1. PURPOSE

The purpose of the Professional Development Policy and Procedure is to ensure professional development activities are planned, supported, and managed by JMC Academy to benefit both the individual members of the workforce and JMC Academy by providing appropriate opportunities for professional growth aligned to JMC Academy's vision, mission, and strategic goals.

2. SCOPE

This Professional Development Policy and Procedure applies to all of the JMC Academy workforce.

3. DEFINITIONS

All definitions are located in the *JMC Academy Glossary*.

4. POLICY

- 4.1. JMC Academy recognises the critical role that members of the workforce have in building its capability and shaping the culture of JMC Academy.
- 4.2. JMC Academy has a systematic approach to professional and career development that ensures all staff members have the on-going capabilities necessary to fulfil their roles, develop themselves, their careers, adapt to change, and can contribute to others.
- 4.3. Professional development activities build on the collective knowledge and experience of workforce members and provide them with opportunities to acquire, practice and adopt new knowledge, thereby enhancing individual member, group and organisational learning and capabilities. (Refer to *Appendices 1 and 2* for examples of professional development activities).
- 4.4. JMC Academy ensures that all members of its workforce can become more competent in their current roles and achieve their career aspirations. It provides the opportunities, resources and tools to achieve these objectives.
- 4.5. Professional development is undertaken by members in consultation with their nominated manager. It directly supports JMC Academy's organisational success and sustainability, as well as enhancing the knowledge, skill, and capability base of its organisational units.
- 4.6. JMC Academy promotes and supports members' participation in professional development programs and other work-related learning and career development activities.
- 4.7. Members are encouraged to take responsibility for their own professional development and to assist others in theirs.
- 4.8. Managers are responsible for identifying, enabling and approving professional development activities based on the priorities of their work unit.
 - 4.8.1. The Associate Dean (Scholarship) will approve the types of professional development activities available for the members of academic workforce.

- 4.9. Heads of Department and organisational unit managers will ensure that identified and approved activities are consistent with priorities and requirements of the work unit or Department, and of JMC Academy as a whole.
- 4.10. JMC Academy collects evidence of professional development undertaken by the members of the workforce.

5. PROCEDURE

- 5.1. The line manager plays a key role in the member's career development by setting performance expectations, identifying development needs and providing regular feedback on a member's performance and development.
- 5.2. A member's learning and development needs are primarily identified through the performance review cycle and are captured in the member's performance review. Learning and development needs can relate to technical or personal capabilities required for the member's current role or future career ambitions.
- 5.3. JMC Academy will provide a minimum of one internal training session to all members of the workforce in the area of responsibility related to the Education Services for Overseas Students (ESOS) Act 2000, and the associated National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 to meet legislative and professional requirements for international students.
- 5.4. Opportunities for members to engage in additional related professional development activities will be considered in conjunction with the relevant manager or nominated supervisor and will be informed through mechanisms including but not limited to:
- The member's own expressed professional development needs,
 - Feedback from students, members of the workforce, suppliers, and agents,
 - Performance evaluation and analysis,
 - Formal and informal discussions, and
 - Consideration of the vision, mission and strategic directions of JMC Academy.
- 5.5. The professional development activity must:
- 5.5.1. Be relevant to the person's current role or to the functions they may reasonably be expected to perform,
- 5.5.2. Match and support the person's capabilities,
- 5.5.3. Address identified needs or support organisational initiatives, including the member's current and/or future needs, the work team's designated priority needs and JMC Academy's strategic directions and relevant operational plans,
- 5.5.4. Be a suitable 'investment' considering available funds and other members' needs, recognising cost-effective ways to meet developmental needs such as on the job learning and internal development activities, which should be considered before committing to external developmental activities, and
- 5.5.5. Be transferable to the workplace, and
- 5.5.6. Be recorded in JMC Academy's online *Professional Development Register*.
- 5.6. JMC Academy's workforce members must register their completed Professional Development programs in the JMC Academy online *Professional Development Register*.

- 5.7. Campus Directors are responsible for ensuring all professional development activities are recorded in the *Professional Development Register* by all the members of the JMC Academy workforce in their respective campus.
- 5.8. The Education Services will audit the *Professional Development Register* to ensure currency and report on its status annually to the Learning and Teaching Committee and Senior Management Committee.
- 5.9. JMC Academy may provide financial support to members undertaking professional development. This is a discretionary investment on the part of JMC Academy and is not considered an entitlement.
 - 5.9.1. The decision to provide financial support is made by the member's manager and/or the relevant delegated authority.
 - 5.9.2. Members pursuing professional development activity at their own expense are not eligible for retrospective support. Some activities may be restricted to certain classifications of roles.
- 5.10. Time release will be considered in conjunction with the requirements of the work unit. Before approving a member's time release or professional development leave, managers must consider all other approved leave.

6. RELATED DOCUMENTS

- 6.1. JMC Academy Glossary
- 6.2. Assessing Qualifications and Equivalence of Professional Experience Policy and Procedure
- 6.3. Academic Workforce Recruitment and Induction Policy and Procedure
- 6.4. Performance Appraisal Policy and Procedure
- 6.5. Academic Supervision Policy and Procedure
- 6.6. Scholarship Policy and Procedure

7. RELEVANT LEGISLATION

- 7.1. Higher Education Support Act 2003 (Cth)
- 7.2. Higher Education Standards Framework (Threshold Standards) 2021
- 7.3. Education Services for Overseas Students (ESOS) Act 2000 (Cth),
- 7.4. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

8. POSITIONS RESPONSIBLE

- 8.1. Governing Council
- 8.2. Academic Board
- 8.3. Associate Dean (Scholarship)
- 8.4. Campus Directors
- 8.5. Heads of Department
- 8.6. International Services Office
- 8.7. Members of the JMC Academy Workforce

9. APPROVAL INFORMATION

Approval Authority	Governing Council
Health Check approval authority	Chief Executive Officer
Review date	30/01/2025

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	Academic Board	02/07/2021	22/01/2022	Amendments as per external reviewer's recommendations. Professional Development Policy and Staff Development (International) Policy have been merged and elements of both documents have been segregated between Policy and Procedure sections in this document. Sections 5.6, 5.7 and 4.8.1 added.	Superseded
	Chief Executive Officer	16/07/2021			
1.1	Dr Stanford, Dean	23/03/2022	23/03/2022	To improve clarity, the section in the table at appendix one relating to scholarly activity was removed. This amendment was made based on the recommendation of External Reviewer Dr E Deane. Updated the name of the register to PD Register. Separate Scholarship Register is governed by the Scholarship Policy and Procedure.	Current

Version control tables from previous Policies and Procedures reside in the original documents.

REFERENCES and ACKNOWLEDGEMENTS

Oxford English Language Centre. (2018). *Oxford Professional Development Policy*.

<https://www.oxford.edu.au/wp-content/uploads/2018/06/ELICOS-Professional-Development-Policy-2018-1.pdf>

Victoria University. (2018). *Professional development policy and procedure*.

<https://policy.vu.edu.au/download.php?id=140&version=4>

Appendix 1 – Professional Development for Members of the Academic Workforce

Professional development for members of the academic workforce occurs through a range of formal and informal work-related activities. These include, but are not limited, to:

Internal Academic Work	Assessment Moderation
	Assessment Validation
	Course Review and Evaluation
	Unit Review and Evaluation
	JMC PD workshop or seminar
New Knowledge and Information	Reading professional publications
	Attending information/ seminar sessions
	Attending Conferences
	Academic study (FT)
	Academic study (PT)
Professional Practice	Lecturing at other institutions
	Original creative works (production, performance, recording)
	Curated or produced exhibitions or events
	Judging/reviewing in awards program
	Mentoring/ supervision/ assessment panels
	Membership of relevant committees (Internal)
	Membership of relevant committees/body (External)
	Participation in a masterclass
	Participation in a workshop or training course
	Other

Appendix 2 – Non-Academic Professional Development for All Members of the Workforce

Professional development for all members of JMC Academy workforce occurs through a range of formal and informal work-related activities. These include, but are not limited, to:

Internal Operational Work	Learning management systems workshops
	Student management systems workshops
	Marketing and Sales workshops and seminars
	Departmental workshop or seminar
	Campus workshop or seminar
	Whole of institute workshop or seminar
Professional Practice	Membership of relevant committees (Internal)
	Membership of relevant committees/body (External)
	Participation in external training course
	Professional expos