

## **Staff Training and Development Policy**

### **1. Purpose**

- 1.1 Indigenous Consumer Assistance Network Ltd ('ICAN') recognises that staff development can be an important part of the working life of its employees. It can assist with the development of individuals, teams and the achievement of ICAN's overall strategy.
- 1.2 ICAN recognises that its employees are a big part of its success as an organisation. To this end, ICAN aims to promote employee development through training and learning opportunities, both on and off the job.
- 1.3 This Policy sets out what may be offered in terms of support from ICAN and what ICAN.

### **2. Commencement of Policy**

- 2.1 This Policy will commence on and from 16<sup>th</sup> May 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 ICAN. 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 ICAN may require you to undertake specific training related to your current job, or as a prerequisite for performing a different job, eg when you are promoted to a higher position. Such training may be carried out at ICAN's premises or at external premises.
- 4.2 Training opportunities may also arise as part of your performance review. ICAN encourages employees to come forward with suggestions for employment related training for their own development.
- 4.3 Attendance at any training course, required to be completed by you by ICAN, is subject to the express permission of ICAN.

### **5. How does staff development work?**

- 5.1 Individual staff training and development needs should be discussed during ICAN'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 ICAN'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 ICAN offer?**

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

- a) an induction program when you join ICAN, to receive and to understand the ways ICAN works, including what contribution you are expected to make;
- b) to receive support as you develop the competence and capability for which you have been employed;
- c) to have the opportunity to develop new competencies and capabilities relevant to your employment with ICAN, and which enhance your career prospects and lifelong learning both within and outside ICAN;
- d) to participate in ICAN's staff development review process with your line manager, including identifying opportunities for ongoing support, an annual review of your previous development programs and identification of plans for the future;
- e) to receive an exit interview when you leave ICAN, so that your comments may be incorporated into the development programs of other members of staff.

## **7. What ICAN Expects From You**

7.1 ICAN expects that you will:

- a) develop your skills and capabilities which are aligned to ICAN's strategy at the appropriate level, eg team or individual;
- b) in partnership with your line manager, participate in staff development review process including an annual review of your past development and identification of future plans;
- c) take personal responsibility to update specific expertise on a regular basis, as appropriate to the nature of your job;
- d) contribute to team staff development where appropriate;
- e) keep a record of your staff development activity.

**Variations**

*ICAN reserves the right to vary, replace or terminate this policy from time to time.*

**Associated Documents**

- Performance and misconduct policy

**Policy version and revision information**

Policy Authorised by: Janine Gertz

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Title: Director

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Title: CEO

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