

CLAN Staff Training and Development Policy

Version No: 2.0 (28 January 2011, March 2015, March 2020)

Date Approved: February 2024

Date Updated: February 2024

Date Review Scheduled: March 2026

BACKGROUND

1. Introduction

CLAN acknowledges that training and professional development is integral to personal job satisfaction, workplace productivity, reward and recognition and is critical to the achievement of the organisation's mission and continuous improvement in the quality of its programs and services.

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

2. Purpose

The purpose of this policy is to:

- I. Encourage and support employees in their professional and career development as part of their involvement with the organisation
- II. Provide administrative guidelines to facilitate fairness and equity in the application of these general principles.
- III. Add value to CLAN activities and strategic outcomes through identifying specific needs and providing opportunities for training and development

3. Scope

This policy applies to all Committee members, staff, volunteers and partner organisations of CLAN in whilst in the delivery of CLAN programs.

4. Definitions

Term	Definition
Professional development	Refers to the acquisition of skills and knowledge, both for personal development and for career advancement.
Training	Refers to the teaching and learning activities implemented to help the acquisition of knowledge, skills, abilities and attitudes required for particular CLAN programs and activities.

5. Policy

CLAN, as far as is feasible within its available resources, is committed to providing CLAN personnel with:

- I. The opportunity to plan and develop skills, knowledge and attributes that complement organisational and work unit goals
- II. The opportunity to participate in career development activities that extend and enhance their capabilities and capacity for advancement within the organisation
- III. Equity of access to professional development opportunities.

6. Procedures

CLAN will provide position-specific professional development where the Committee decides that it is necessary for an individual or group to acquire particular skills, to gain specific knowledge, or to acquire specific qualifications in order to carry out the duties attached to an existing position.

CLAN shall be fully responsible for all costs for training and professional development organised and required by CLAN. CLAN may encourage employees to explore professional development as part of a performance review process. Education or training requirements involving reimbursement of fees or provision of paid study leave may also be negotiated as part of the contract of employment between the employee and CLAN. CLAN may also agree in certain situations to allocate resources or funding to support professional development for a specific activity related to CLAN's strategic framework. Where an employee is engaged in professional development program/s, the employee shall, where necessary, be given permission to attend any such course within working hours. Participation in professional development and training attendance will be recorded.

CLAN's strategic plan includes assessment of the need and/or opportunities for training and development for personnel involved with CLAN, including partners and participants. Training and development needs will be considered prior to the employment of personnel or the recruitment of volunteers and will determine the focus for orientations in order to achieve outcomes effectively. CLAN will also include learning opportunities in planning, implementing and evaluating programs based on data and risk assessments. This may include coaching and sharing opportunities between professionals, staff and volunteers, and training and development for the governing body of CLAN.

Where CLAN is involved in programs and activities with partners, CLAN will work with partners to identify needs and opportunities for training, development and sharing information that will provide benefits to all those involved in programs, including participants such as children and their parents, presenters, partners and CLAN personnel.

As part of CLAN's planning, appraisal, monitoring and evaluation processes, the Committee will review the effectiveness of the professional training development undertaken and the value added to CLAN's activities and achievement of strategic outcomes.

Associated Documents

Human Resources Policy

Project Design, Monitoring and Evaluation Policy

Workplace Health and Safety Policy