

Staff Development Activities Guidelines - Supporting Attendance

February 2022 - This document has been rescinded. It is replaced by the [Professional Development Policy](#)

Section 1 - Purpose

(1) The purpose of these Guidelines is to describe the processes for assessing the appropriateness of staff development activities and approving attendance.

Scope

(2) These Guidelines apply to all supervisory staff at Charles Sturt University (the University).

Section 2 - Glossary

(3) Nil.

Section 3 - Policy

(4) Nil.

Section 4 - Procedures

(5) Nil.

Section 5 - Guidelines

Part A - Principles

(6) Charles Sturt University is committed to developing its employees in order to:

- a. achieve its aim of attracting and retaining high quality staff;
- b. ensure engagement with its Strategic Plan; and
- c. enhance organisational performance.

(7) The University employees are encouraged to improve their own performance and contribute to the improvement of performance of others.

Part B - Issues

(8) While supervisors at all levels are accountable for encouraging development, the University recognises that releasing employees to attend staff development activities may be difficult, especially in areas that involve large numbers of employees and regular cycles of peak workloads. Supervisors are encouraged to be aware of access issues and to bring these to the attention of the staff development provider.

(9) Supervisors and staff may also have difficulty in assessing the appropriateness of staff development activities for each staff member. Supervisors and staff are welcome to contact the staff development provider to clarify the relevance of the activity.

Part C - Responsibilities

Deputy Vice-Chancellor	Providing leadership and support for the development of staff across the University, including the recognition of emerging talent
Pro Vice-Chancellor	Providing leadership and support for the development of staff across the University, including the recognition of emerging talent
Executive Dean	Providing leadership and support for the development of staff within a Faculty, including the recognition of emerging talent in the areas of research, teaching and administration
Executive Director	Providing leadership and support for the development of staff within a Division
Heads of School	Providing leadership and support for the development of staff within a School, particularly as it applies to the enhancement of quality teaching, research and the standing of the University within the community
Middle Manager	Providing leadership and support for the development of staff within a Section

Part D - Assessment Process

(10) When assessing the appropriateness of staff development activities, and time release for attendance, the supervisor and staff member should consider the following:

- Does this activity relate to the staff member's professional development plan?
- Does this activity align with the Division/Faculty/Section's priorities?
- What does the staff member want to gain from attending this activity?
- Will this activity benefit the staff member at this time?
- Will arrangements be possible to release the staff member to attend the activity?

Part E - Approval Process

(11) Programs and advertisements for University Staff Development Activities will clearly state that:

"Staff nominating to attend a staff development activity are required to seek approval for attendance from their supervisor".

(12) The supervisor should note attendance on the employee's performance management plan for discussion at the next review about how the skills gained will be utilised and supported in the workplace.

(13) The enrolment form (online) requires the supervisor's signature.

(14) Where supervisors are unable to approve attendance, they are encouraged to advise the employee and Organisational Development about whether the non-approval relates to any of the following:

- a. scheduled timing of the staff development activity;
- b. length of the activity;
- c. relevance of the activity to the section; or
- d. other issues.

Status and Details

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