

Date: August 2007

Updated: October 2010

TOPIC: 5.6 Staff Professional Development Policy & Procedure

Rationale

The College is committed to the professional development of all staff and will annually budget a sum of money which is sufficient to meet the ongoing professional development needs of the staff.

Purpose

Professional development is linked to the Performance Review cycle and professional development needs will be identified in each staff member's review.

Guidelines

1. The professional development budget is administered by the Director of Staff Services, in consultation with the Headmaster.
2. Staff wishing to make application for professional development should apply through the Director of Staff Services.
3. In some cases staff will be directed for appropriate professional development as a result of their performance review.
4. **Applications**
 - 4.1 Applications for professional development should be made on the form: Application for Professional Development PD5.61F.
 - 4.2 The form should be authorised by the applicant's HOD or Manager prior to submitting it to the Director of Staff Services for approval.
 - 4.3 Applications must include:
 - i. a course/conference application/registration form.
 - ii. an attached copy of your timetable for the day of the course
 - iii. an authorisation signature of your HOD/Manager
 - 4.4 If approved, the College will meet 100% of course costs, plus pre-approved reasonable accommodation, meals and other College related costs as outlined in the Travel and Expense Claim Policy No. 2.2.
5. **Criteria for Approval**
 - 5.1 Approval will be given to applications which are:
 - i. Identified as a professional development need in the performance management review process
 - ii. Related to the job that the staff member is performing
 - iii. Of direct benefit to the College
 - iv. In line with the College's strategic aims as identified in the annual operating plan
 - v. Related to the staff member's career development
6. **Annual Budget**
 - 6.1 The annual budget for professional development will be approved by the Board in November of the preceding year.
 - 6.2 Money allocated to professional development must only be used for that purpose and only authorised by the Director of Staff Services or the Headmaster.
7. **Travel**
 - 7.1 Travel within the Auckland region is regarded as part of the extra duties allowance for teaching staff.
 - 7.2 Bookings for travel (overseas and domestic) and accommodation will be made by the PA to the Director of Staff Services, at the instruction of the Director of Staff Services.
8. **Special Travel Grants**
 - 8.1 A sum of \$7,000 is available from the teaching staff professional development budget for staff travel outside Australasia. This may include attending conferences, visiting schools or general research. It is intended that two staff each year may draw on this fund.
 - 8.2 Applications should be made in writing to the Director of Staff Services prior to 1 December for travel in the following year, stating details of the travel proposal and a draft budget.
 - 8.3 The criteria for selection for these grants will be based on the educational benefits to the teacher and the College. Selection will be made by the Headmaster.
9. **Tuition Costs**

Applications for a subsidy of tertiary tuition costs may be made.

Up to 50% of these costs may be given towards any course costs (excluding books, travel and accommodation) relevant to the applicant's job.

The College, in some circumstances, may contribute more than 50% of the tuition costs if the College has directed the staff member to enrol in a course.