



## PROFESSIONAL DEVELOPMENT POLICY AND PROCEDURES

### Purpose

Lincoln Education Australia (LEA\*\*) sees professional development activities as essential to a high-quality workforce that aims to be always improving outcomes for both staff and students. The continual development of staff skills and experience aids in staff retention, quality of course delivery, and LEA's standing and reputation.

This *Professional Development Policy and Procedures* outlines the principles underlying its approach to professional development and sets out the framework of planning and support staff members in undertaking professional development.

\*\*The trading name for the Lincoln Institute of Higher Education (LIHE) is Lincoln Education Australia (LEA).

## POLICY

### Scope

This policy applies to all staff employed at LEA.

### Principles

LEA is committed to the ongoing improvement of staff performance in learning and teaching roles. LEA expects all staff to actively engage in their own professional development and support colleagues in their efforts to improve.

Professional development activities are designed in accordance with the roles and responsibilities of staff members and build on their existing knowledge and skills.

Staff undergoing professional development is not necessarily in response to an identified deficiency in performance, or as a remedial measure. LEA may look to enhance operations or expand into new areas, requiring new knowledge or skills in its staff, and positions may require backfilling or staff to be in acting roles temporarily.

Aside from professional development in response to specific identified needs, LEA shall support ongoing professional development in any case, both from a continual improvement perspective, but also to allow staff internal opportunities to succeed at LEA and thus increase the likelihood of high staff retention rates.



Academic staff members shall engage in professional development to enhance their knowledge of current scholarship in the relevant field, and the quality of their learning and teaching practices.

LEA views its approach to professional development as key to retaining excellent staff and ensuring that LEA students receive the highest standard of education.

## PROCEDURES

### Performance Review

All staff members at LEA are required to attend annual performance reviews, during which they shall:

- Review their own performance against goals set in the previous performance review
- Review student feedback results as they relate to the staff member's role at LEA
- Receive feedback on their performance from their supervisor
- Provide feedback to their supervisor on relevant operations
- Suggest options for professional development activities in the next year
- Plan goals and professional development activities for the next year.

Regarding the performance review process, refer to *Staff Performance Planning and Review Policy*.

### Professional Development Activities

Staff members shall undertake professional development activities directly relevant to their roles at LEA.

Academic staff members shall engage in activities that expand their knowledge of current and emerging concepts in their field, and best practice in learning, teaching and assessment.

Staff may attend monthly professional development activities organised by LEA, or they may request support to undertake professional development activities that they have identified, detailed in the table below.

The Corporate Governance Board has approved an annual budget of \$2,000 per staff member to undergo professional development activities. Staff who wish to access this budget shall need to put a proposal in writing and submit it to their supervisor.

Supervisors shall make decisions in accordance with the limits of authority defined in the *Delegations Schedule*.

LEA has identified a range of professional activities relevant to LEA staff by responsibility type. Professional development can be formal or informal depending on the context and priorities of each staff member, their supervisors, and their functional work area. The examples described below are not exhaustive.



<b>Staff type</b>	<b>Informal PD</b>	<b>Formal PD</b>
Academic	<ul style="list-style-type: none"> <li>• Guest lecturing</li> <li>• Participation in teaching workshops at LEA</li> <li>• Collaborating on research project with senior colleagues</li> <li>• Internal teaching innovation planning days</li> <li>• Joining grant funding applications</li> <li>• Sitting on academic committees and working groups</li> </ul>	<ul style="list-style-type: none"> <li>• Support for attending academic conferences</li> <li>• Support for contributions to major industry meetings</li> <li>• Non-award workshops</li> <li>• For-award courses</li> <li>• Secondments</li> <li>• Study leave</li> <li>• In-kind for developing grant applications</li> </ul>
Administrative	<ul style="list-style-type: none"> <li>• Mentorship</li> <li>• Temporary/acting roles</li> <li>• Contributing to committees and working groups</li> <li>• Invited response to policy changes</li> </ul>	<ul style="list-style-type: none"> <li>• For-award courses</li> <li>• Non-award workshops</li> <li>• Secondments</li> <li>• Study leave</li> <li>• Conference attendance support</li> </ul>
Support/technical	<ul style="list-style-type: none"> <li>• Mentorship</li> <li>• Temporary/acting roles</li> <li>• Contributing to committees and working groups</li> <li>• Invited input into technical cases for service/facility improvements</li> </ul>	<ul style="list-style-type: none"> <li>• For-award courses</li> <li>• Non-award workshops</li> <li>• Secondments</li> <li>• Study leave</li> <li>• Appointment to strategic projects (eg: LMS, library resources, academic support)</li> </ul>
Managerial	<ul style="list-style-type: none"> <li>• Developing new business cases for additional services</li> <li>• Leading committees/working groups</li> <li>• Temporary/acting roles</li> <li>• Leading policy review processes</li> <li>• Organising internal staff planning days and forums</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership training</li> <li>• Support for external partnerships/engagement</li> <li>• Responsibility for leading special/strategic projects</li> <li>• Support for attending academic conferences</li> <li>• For-award courses</li> </ul>



## Support for Professional Development

Staff member’s supervisor shall endorse requests for LEA support for development activities. Time off from work shall be approved by the staff member’s supervisor, and spending or reimbursement shall be approved as per the levels of authority defined in the *Delegations Register*.

An amount of LEA’s budget shall be set aside each year to fund professional development activities.

## Compliance

All staff members of LEA are required to comply with this policy and its procedures, and with related policies and respective procedures. Non-compliance may result in disciplinary action.

<b>File Number</b>	LEA-GEN-COR-70046-D
<b>Responsible Officer</b>	Chief Executive Officer
<b>Contact Officer</b>	Registrar
<b>Legislative Compliance</b>	<ul style="list-style-type: none"><li>• <i>Higher Education Standards Framework (Threshold Standards) 2015</i></li><li>• <i>Tertiary Education Quality and Standards Agency Act 2011</i></li></ul>
<b>Supporting Documents</b>	<ul style="list-style-type: none"><li>• <i>Higher Education Workforce Policy and Procedures</i></li><li>• <i>Workforce Management Plan</i></li></ul>
<b>Related Documents</b>	<ul style="list-style-type: none"><li>• <i>Staff Performance Planning and Review Policy</i></li><li>• <i>Delegations Register</i></li></ul>
<b>Superseded Documents</b>	
<b>Effective Date</b>	1 January 2022
<b>Next Review</b>	3 years from the effective date

## Definitions

**Academic Board:** Governing body responsible for academic matters, including learning and teaching, course approval, workforce planning, academic staff appointments, research and professional development, academic policies and procedures, overseeing student grievances and appeals processes.

**Academic Staff:** Staff employed at LEA in a learning and teaching capacity.

**Corporate Governance Board:** Governing body responsible for oversight of all higher education operations, including the ongoing viability of the institution and the quality of its higher education delivery. The Corporate Governance Board guides the Management and delegates responsibility for academic matters to the Academic Board.

**Professional Staff:** Staff employed at LEA in an administrative, IT, marketing or support capacity.



**Professional Development:** Role-related learning and development opportunities that broaden the scope of an employee’s professional capabilities in their role. Professional development may include formal activities such as academic courses, seminars, workshops, industry accreditation, or informal learning such as on-the-job training.

**Review Schedule**

This policy shall be reviewed by the Academic Board every three years.

Version History			
Version number:	Approved by:	Approval Date:	Revision Notes:
1.0	Academic Board	17/12/2020	New policy
1.1	Academic Board	22/02/2023	TEQSA and CRICOS requirements incorporated