

Policy No:	150
Policy Title:	Staff Education & Training Policy
Section Responsible:	Corporate & Community Services (Human Resources)
Minute No:	3044
Review Date:	30th June, 2015

Purpose

Greater Hume Shire Council ('Council') recognises that staff development is an important part of the working life of each staff member. It is associated with the development needs of the individual and of teams and the achievement of Council's overall strategy.

Council recognises that the calibre and competence of its employees are vital factors in ensuring that it remains a successful organisation. To this end Council strives to promote employee development through high quality training and learning opportunities both on and off the job.

This Policy sets out what may be offered in terms of support from the Council and what is expected from employees.

Definitions

Corporate level training – training needs which are common across Council and cannot be properly satisfied by way of on the job training.

Examples of corporate training are:

Confined space, first aid, manual handling, traffic control, EEO, chainsaw operation, written/verbal communication skills and conflict resolution.

Compulsory training – compulsory training is training that Council designates to be necessary requirement of employment. Employees who participate in compulsory training shall not lose ordinary pay. Compulsory training may have to satisfy statutory or Council determined requirements.

Examples of compulsory training includes induction, WH&S, plant induction, apprenticeship/cadetship/traineeship, retraining due to changed working conditions.

Scope

This Policy does not apply to senior staff employees of Council as defined in s322 of the Local Government Act 1993 (NSW). This Policy does not form part of any employee's contract of employment.

Statement

Council recognises that increasing the organisation's efficiency and productivity requires an ongoing commitment to education, training and skill maintenance, development and enhancement. Therefore, Council is committed to:

- Developing a more highly skilled and flexible workforce
- Providing employees with opportunities through appropriate education and training to acquire additional skills
- Removing barriers to the utilisation of skills in accordance with Council's training plans

Development of the Annual Training Plan

Council shall design an annual training plan in accordance with the Local Government (State) Award 2010 requirements. The training plan is to be consistent with:

- The current and future skill requirements of the Council
- The size, structure and nature of the operations of the Council
- The need to develop vocational skills relevant to Council and the local government industry in general through the utilisation of available internal and external resources.

The training plan shall, where appropriate, provide for training that is consistent with industry specific competency standards.

The training plan shall be consistent in identifying the needs of the organisation and recognition of future employee's competencies, where possible.

Quality of Training

To facilitate recognition of training and enhance the possibility of articulation to further courses of study, competency based training programs will be chosen that are VETAB accredited and within the Australian Qualifications Framework.

Selection of Staff to Undertake Training

Selection of participants to receive Council training in accordance with Council's training plan is to be based on merit and the needs of the employee as identified in the employee's annual Performance Appraisal/Interim Review or as an outcome of workplace assessment of competency. The selection process will also take in to consideration the capacity of the workplace to schedule and arrange the release of selected employees.

Staff Education & Training Policy

Priority of Training

Acknowledging that not all identified training needs will be able to be met within the duration of one financial year or the life of one annual training plan, wherever possible, available financial and related training resources will be allocated in the following priority:

- Training necessary to for Council's to comply with current and future legislative requirements
- Training necessary to assist the employee in doing their current job to the standards required
- Training necessary to assist the employees career path development

Notwithstanding the above, resources may be re-allocated to meet WHS and other statutory training which may result from legislative or technological change.

Training Undertaken as a Requirement of Council (Compulsory Training)

If an employee is required by Council to participate in a structured training program and such program is consistent with Council's training plan:

- The Council shall grant the employee paid leave (or consider the employee absent on duty) to attend course requirements where the training is undertaken during ordinary working hours
- Council shall pay course fees at the commencement of each stage but shall not pay course fees if the employee is repeating
- Council shall at the discretion of the General Manager, either provide transport or pay reasonable travelling expenses to enable employees to attend course requirements
- Should an employee choose to use his/her private vehicle as transport to attend a course requirement, reimbursement shall be limited to the cost of travel by economy rail/bus.

Training Outside Council Requirement but Consistent with Career Development

At the discretion of the General Manager, an employee undertaking a course consistent with Council's requirement or direction, will be granted leave with pay to attend course requirements provided that the employee gives reasonable notice of such requirements.

Roles and Responsibilities

The development of employees is a responsibility shared between individual employees, Mangers and Human Resources. A shared commitment to learning and development is critical to ensure we meet our strategic objectives and foster a culture of career development for our employees.

Staff Education & Training Policy

Human Resources are responsible for:

- Providing employees with creative learning and development solutions that are relevant to their positions
- Promptly considering all learning and development requests
- Ensuring equitable access for all employees
- Measuring the effectiveness of programs to promote continuous improvement in our employees, providers and processes
- Providing advice on learning and development opportunities

Directors/Managers are responsible for:

- Identifying the learning and development needs of employees
- Developing individual learning and development plans for employees on an annual basis
- Demonstrating an ongoing commitment to supporting employees' learning and development
- Providing resource solutions to allow employees to attend programs
- Frequently reviewing and discussing employees' learning and development progress
- Ensuring employees meet statutory and certification requirements
- Reviewing competencies on a continual basis
- Timely completion of application forms

Employees are responsible for:

- Taking an active interest in assisting Managers in identifying their learning and development needs
- Contributing to the development of their individual learning and development plan on an annual basis
- Actively participating in allocated learning and development programs
- Contributing to the development of other employees by using and sharing the knowledge and skills gained from learning and development activities
- Providing a minimum 48 hours notice to Managers and the HR Officer for changes to attendance for scheduled programs
- Completing evaluating and/or feedback forms.

Staff Education & Training Policy

POLICY DOCUMENT CONTROL

GHS Education Training Policy	First adopted	18 April 2012 Min 3044
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