

# POLICY

<b>TITLE:</b>	LEARNING AND DEVELOPMENT POLICY		
<b>DIVISION:</b>	People and Culture		
<b>ADOPTED BY:</b>	Barkly Regional Council		
<b>DATE OF ADOPTION:</b>	July 2021	<b>DATE OF REVIEW:</b>	July 2024
<b>MOTION NUMBER:</b>	OC 98/21		
<b>POLICY NUMBER:</b>	HR18		
<b>AUTHORISED:</b>	Chief Executive Officer		

## THIS POLICY APPLIES TO:

All employees of the Barkly Regional Council ('Council'), subject to individual contract.

## PURPOSE

The purpose of this policy is to affirm Barkly Regional Council's commitment to being the employer of choice by offering additional training and development for their employees throughout the organisation.

## SUMMARY

Council recognises the importance of training and developing its staff and understands that employees are key to its success as an organisation. Therefore Council encourages its staff to be continually improving their skills and abilities through on the job and off the job training.

Council acknowledges that training and development of staff provides benefits both to its employees in terms of their overall career and prospects for advancement within Council.

## OBJECTIVES

This policy sets out what Council may offer employees through training and development opportunities aimed at promoting the growth of individuals and achieving success for the Council.

This Policy aims to:

- a) Provide clarity on the training opportunities that may be provided to Council employees;
- b) Outline the leave entitlements an employee has in undertaking a Council approved training activity;

- c) Clarify the types of support offered to Council employees whilst undertaking Council approved training activity; and
- d) Clarify employees' rights regarding training opportunities and their leave entitlements whilst undertaken Council approved training.

## **OPPORTUNITIES**

Council encourages staff to undertake education courses and other learning and development opportunities that improve their ability to contribute to the corporate objectives of Council and improve the staff member's professional development.

Learning and development is an investment by both employee and employer to the development of the employee and the growth of potential job and promotional opportunities for them both within and outside the Council. The formal approval of any learning and development study by any Council employee is outlined in Councils Delegation Manual

Given the Council's geographic location and the nature of training courses on offer, employees who request assistance from Council must be willing to undertake the training or attend the seminar during work hours and in their own time, when required, for travel or course requirements.

## **ENTITLEMENTS AND SUPPORT**

### **Study Leave (Special Leave)**

Employees are entitled to weekly paid study leave in accordance with the Barkly Regional Council Enterprise Bargaining Agreement ('EBA'). For employees not covered by the EBA, an agreement must be reached with that employee's direct Manager concerning the amount of study leave entitlements that will be provided.

An employee may utilise other approved leave for any additional time required for study.

Approval authority for when Study Leave is taken shall reside with the employee's immediate manager.

### **Use of Council Facilities**

An employee may make arrangements with their direct manager to utilise Council equipment for off-duty hours of study or assignments as part of the course being taken.

If available, Council may assist the employee with the provision of a laptop or other resources.

## **RESPONSIBILITIES AND EXPECTATIONS**

### **Managers / Supervisors:**

Managers and Supervisors will:

- Discuss with employee's professional training and development as part of the employee appraisal processes;

- Identify individual employee skill and qualification requirements and work with them and/or the Learning and Development Coordinator to implement solutions;
- Manage resources accordingly to allow employees to undertake necessary development;
- Ensure that development outcomes are achieved and that there is an appropriate return on the development investment evident in on the job contribution and performance; and
- Support employees by providing and allocating suitable times to assist in the completion of the employees training and development.

### **Learning and Development Coordinator:**

The learning and Development Coordinator will:

- Liaise with Registered Training Organisations (RTO) to provide identified suitable training for employees;
- Liaise with managers, supervisors, employees regarding training and development of Council employees;
- Collect and record all received licences and qualifications of Council employees; and
- Provide an annual report to Council on the training and development of Council employees.

### **Employees:**

Employees will:

- In consultation with managers/supervisors, apply learnings back to the workplace as contribution to continuous improvement;
- Attend all scheduled training and complete all assigned work by due dates;
- Whilst undertaking training, meet the requirements of the training course, their position and the workplace;
- Present themselves diligently and professionally whilst attending training;
- Take responsibility for their own learning and seek assistance and support as necessary from the training organisation, supervisors and/or Learning and Development Coordinator;
- Inform their manager and/or Learning and Development Coordinator as early as practicable in the event that they are unable to satisfy course requirements; and
- Discuss their ongoing professional training and development with their manager during the appraisal processes;
- Be expected to commit time outside of work hours, and in addition to study leave entitlements, as necessary, to satisfy the requirements of their enrolled courses.

### **Recoupment of Council Expenditures**

When an employee does not complete a training course or does not attend a seminar for which the Council provided funding, the employee may be subject to recoupment actions in order to reimburse the Council for costs incurred.

Managers shall interview employees who do not complete Council-funded training courses or do not attend a seminar no later than 5 work days after requested by Human Resources.

For cases where the reasons for non-completion were beyond the employee's control, recoupment actions against the employee may not be pursued. Reasons include, but are not limited to, the following:

- a) Operational requirements where the employee was required to work during training/seminar hours resulting in the non-completion; or
- b) A Personal or Family emergency and/or illness which required the employee to attend to their family, resulting in that employee not completing the training/seminar.

For cases where the reasons for non-completion were within the employee's control, managers and directors shall recommend recoupment actions against the employee for the Chief Executive Officer's approval. Reasons include, but are not limited to, the following:

- a) The employee self-drops out of the training or does not attend the training or seminar based off actions prompted by the employee; or
- b) The employee fails an end-of-training exam due to lack of employee preparation resulting in non-completion of the training course.

## REFERENCES

- Employee Appraisal Procedure
- Barkly Regional Council Enterprise Agreement 2018 – 2021
- Barkly Regional Council Workforce Management Plan

## EVALUATION AND REVIEW

This Policy is to be reviewed every three (3) years or as requested from the Chief Executive Officer or the Human Resources Manager.

### **Acknowledgement**

I, \_\_\_\_\_ (*Print full name*) have read and understood the Barkly Regional Council Recruitment and Selection Policy and I agree to abide by this policy which is outlined above.

Employee signature: \_\_\_\_\_ Date signed: \_\_\_\_\_