MELBOURNE
INSTITUTE OF TECHNOLOGY

Proposal for Continuing Professional Development for General Staff 2013-2018

1. Introduction

The success of Institutes of Higher Education, and MIT is no exception, depend on the calibre and commitment of all staff – academic and general. This is embedded not only in their qualifications and experience, but also to their continuing commitment to high quality work.

The pressure on Higher education providers is continually increasing with changes in government regulations, bodies, and immigration. This ever changing environment challenges every employee to gain more individual skills and the organisation to undertake organisational changes to cope with the new environment which in turn demands new skills and knowledge of its employees.

Professional development for general staff must be centred on providing them with the opportunity to enhance their administration, management and professional skills; keep abreast of developments in higher education and in their respective professional areas.

Provision of opportunities to enhance staff members' knowledge and understanding of their working environment and specific jobs and to contribute to knowledge and understanding in the organisation is paramount to MIT success.

The Institute's approach to professional development will be to draw on both internal and external sources of expertise to lead workshops and seminars and also to encourage staff to attend and present at relevant internal and external staff development activities.

2. Continuing Professional Development Points System

As part of each staff member's annual performance review, supervisors will sight the staff member's record of participation in continuing professional education programs and the points allocated to each program. As a baseline, each point equates to one hour of attendance at continuing professional education programs. A higher weighting of points will be allocated to staff who either present at the staff development activity and/or who have a paper generated, distributed and available to MIT staff from that staff development activity.

The points assessed in any one year will be derived from a 3-year rolling average for the immediate 3 years prior to the staff member's annual performance review. For example, if a staff member undertakes a performance review in 2013, the continuing education points will be an average of the points accumulated in the years 2010, 2011 and 2012.

3. The Threshold- Staff Development Activity participation

Each member of staff, whether casual, part-time or full-time appointees will be required to accumulate at least 5 points per annum for participation in continuing professional education related to their position and/or to the organisation . This may be in the form of seminars/workshops/ conferences conducted either internally or externally.

There will be two staff development activities totalling 5 hours conducted at each campus that general staff can participate in so that their 5 points can been earned.

Part-time staff will be required to accumulate points on a pro-rata basis according to the fraction of their appointment.

4. Financial Support for Participation in Staff Development Activity

Each member of the full-time staff and part-time staff who hold at least a 0.6 fractional appointment will be provided the opportunity to participate in staff development activity once every 3 years on the understanding that the activity is deemed by the HR Manager to be relevant to the position held. Staff development activities in addition to this may be supported if the activities have the approval of the staff member's supervisor and the HRM Director. The points allocated to the staff development activity will be according to the hours of the activity. To be considered for financial support at subsequent staff activity, the staff member will need to show evidence of applying the knowledge resulting from the previous staff activity. This evidence will be provided by a written report to the HR Manager.

5. Accountability of Staff

- Demonstration of learning being applied to staff's position
- Report or presentation to staff of the benefits of the professional development
- Evaluation of the staff development to assist in either recommending the activity to other staff or to improve the quality if the activity was delivered by MIT staff.

6. Estimated Cost to the Institute of Continuing Professional Development

6.1. Meeting the 5 Point Threshold

6.1.1. Full-time and Part-time Staff [at least 0.6 fractional appointment]

If the assumption that the 5 point threshold equates to 5 hours of attendance/presentation at a local seminar/workshop/conference holds, then the cost per staff member will be limited to registration at say $400 for the 5 hours. If it is assumed that MIT employs 50 FTE full-time and part-time staff, the total cost will be $20,000 per annum.

Staff development activities offered in house and delivered by MIT staff will be costed at $200 per hour and will be budgeted accordingly[1].

6.1.2. The Grand Total for Continuing Professional Development

Combining the threshold costs and the additional costs it is estimated that the costs will be in the vicinity of $20,000 per annum.

7. Responsibility

HR Manager

8. Associated Documents

- MIT Strategic Plan
- MIT Travel Policy & Procedures
- Employee Manual for Full Time and Part Time Staff
- Academic Staff Supplement for MIT Employee Manual
- Academic Support Centre/ ELICOS Manual
- Exam Administration Manual
- Operational Manual for Administrative Academic Services staff (Melb and Syd)
- Student Administration Services Operating Manual
- Student Admissions Operation Manual

[1] This estimate includes payment of staff when attending activity; use of the facilities at MIT (Room, data projectors) electricity consumed, cleaning costs, stationary and use of a compute and leave accrued whilst on training.
In additions, other variable costs will also be charged to the staff development budget such as cost of registration fee, travel costs, per diem and accommodation if applicable.