1. PURPOSE AND SCOPE
These Guidelines provide important information about the University’s requirement for academic staff to complete specific mandatory training programs related to their teaching responsibilities, as set out below and as specified in the Enterprise Agreement.

2. REQUIREMENTS
The mandatory training programs for academic staff, conducted by the Centre for University Teaching (CUT), are:

- the Flinders Foundation of University Teaching Program (FFOUT), which is to be completed by all new academic staff;

and one or both of the following programs, which may need to be completed where an academic staff member will be supervising research higher degree students and/or involved in work integrated learning as part of their appointment:

- the Postgraduate Research Supervision Program for all academic staff new to the supervision of higher degree research students; and/or

- the Managing Work-Integrated Learning Workshop Program (WIL) for all staff new to the coordination of placements. (This includes teaching WIL topics, supervising students and liaising with workplace supervisors.)

Evidence of completion of the mandatory training programs (or, where appropriate, formal exemption) is a condition of confirmation of employment.

Exemptions from all or part of any of the above programs may be granted where the staff member has recent relevant experience and/or training (refer (3) below).

Failure to either complete or be granted exemption from mandatory training program(s) will be grounds for extension of the probationary period.

2.1 Continuing and convertible academic staff members are required to participate in and complete FFOUT and the other program(s) as appropriate, normally within the first year of employment.

Evidence of completion or exemption must be included with Form D – the documentation that is to be completed during the probationary period in order to apply for confirmation of employment.

2.2 Academic staff on fixed-term appointments greater than 12 months are required to participate in and complete FFOUT and the other program(s) as appropriate, normally within the probationary period.

Where the length of the probationary period is such that this is not practicable or achievable, the staff member should contact the Director, Centre for University Teaching, who will determine alternative arrangements.

Staff members will be required to provide to their supervisors evidence of completion/participation in the relevant program(s) for purposes of confirmation of employment at the end of the probationary period.

2.3 Academic staff on fixed-term appointments up to and including 12 months are required to participate in and complete FFOUT and other relevant mandatory program(s) within the term of the appointment is a requirement of employment. Staff should contact the Director, Centre for University Teaching, who will determine the training required.
3. **PROCESS**

3.1 **Establishing the training required and a training plan**
Participation in mandatory training program(s) should be discussed by the staff member with her/his supervisor (and the Director, CUT, where appropriate) as early as possible and normally by no later than the first month of appointment, so that the training requirements are clear and a training plan can be established.

3.2 **Completions** will be recorded by the Centre for University Teaching. However, it is the responsibility of the staff member and her/his supervisor to ensure that the necessary evidence of completion(s) (or exemption(s)) is provided as indicated in (2) above.

3.3 **Exemptions**
It may be appropriate in special circumstances to exempt a staff member from all (or part) of a mandatory training program, in recognition of significant experience or recent equivalent training.

While the onus is on the staff member to provide the case for full/part exemption, it is up to the supervisor to determine whether an exemption should be sought. Where the supervisor so determines, the case for exemption, accompanied by confirmation from the supervisor that the exemption is supported, should be submitted as follows:

3.3.1 **Exemption from FFOUT**
The Director, Centre for University Teaching will consider a case for exemption on the information provided. If needed, the Deputy Vice-Chancellor (Academic) will have final authority for determining exemptions.

The **criteria for exemption** are:

- **Full Exemption** – may be applicable where a staff member has completed a similar foundations in teaching program from another university and is able to provide evidence of completion.
- **Part Exemption** – a staff member may receive part exemption if s/he submits a portfolio demonstrating teaching competence based on:
  - Several years of full responsibilities in a full academic teaching post including topic co-ordination, topic design, teaching, assessment and evaluation
  - Satisfactory peer and student reviews
  - Leadership in teaching and learning
  - Scholarly work in teaching such as publications, awards, leadership in curriculum and teaching development

An up-to-date curriculum vitae will normally form part of the portfolio.

3.3.2 **Exemption from Postgraduate Research Supervision Training**
Requests for exemption should be forwarded to the Dean of Graduate Research for consideration and determination.

3.3.3 **Exemption from the Managing Work-Integrated Learning Workshop (WIL) Program**
Requests for exemptions should be forwarded to the Director, Centre for University Teaching for consideration and determination.

The staff member and supervisor will be advised in writing of the exemption, if any, to be granted.

4. **OTHER INDUCTION AND TRAINING PROGRAMS FOR ACADEMIC STAFF**

4.1 **Academic Orientation Program**
In addition to the above mandatory induction programs, all new academic staff are expected to attend the Academic Orientation Program, also conducted by the Centre for University Teaching.

4.2 **Other training requirements** – such as Supervisor, and Occupational Health and Safety training etc., as referred to in the contract of employment – are outside the scope of these guidelines. However, where other training requirements have been specified, staff and their supervisors should discuss and include these in the training plan referred to in 3.1 above.