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## Staff Development and Training

<b>Establishment:</b>	Council
<b>Last Amended:</b>	25 July 2023
<b>Nature of Amendment:</b>	Minor repairs to ensure document is up to date.
<b>Date Last Reviewed:</b>	2023
<b>Responsible Officer:</b>	Director, People and Culture

## Policy and Procedures

### 1. Aims

The University is committed to the provision of training and career development opportunities for all University staff in order to:

- 1.1 implement the intent of Part 4 of the Flinders University Enterprise Agreement 2023 to 2026;
- 1.2 achieve a more skilled and flexible workforce;
- 1.3 promote improved performance and efficiency;
- 1.4 assist staff to extend and enhance their capabilities in key areas for the University;
- 1.5 assist staff to meet changed and emerging workforce demands; and
- 1.6 support work health and safety, equal opportunity, diversity and inclusion policies.

### 2. Scope

Staff development and training is provided to meet the needs of academic and professional staff. Funding is available for eligible staff to attend external development activities relevant to their current or future role at the University.

Development and training activities offered by the University will be advertised regularly and may be delivered through on-campus workshops, self-directed online learning programs and facilitated online training sessions.

Staff may be required to participate in mandatory training as identified by the University including, but not limited to:

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- Induction for new staff, which incorporates Cultural Awareness, Code of Conduct and Equal Opportunity modules
  - Research and teaching programs for academic staff, and
  - Supervisor training.

#### **4. Opportunity to participate**

Where the University provides structured training programs within normal hours of duties, supervisors have a responsibility to provide staff with the opportunity to participate in such programs. Equally, where the University provides structured training programs within the span of hours but outside the normal hours of duty, staff may undertake, on a voluntary basis, to participate in such programs. Externally provided development activities may be undertaken during working hours subject to supervisor approval.

#### **5. Priorities**

The University's priorities for staff development and training include:

- 5.1** orientation and induction training for new staff, including sessionally employed academic staff;
- 5.2** training for supervisors and other newly appointed leadership positions in the full range of their responsibilities;
- 5.3** use of information and communication technology to support teaching and learning;
- 5.4** supporting academic staff in curriculum design and development;
- 5.5** development of resources and activities for academic staff to improve the quality of learning experiences for first year students, students engaged in practicum and postgraduate studies;
- 5.6** development of resources and activities for staff located at rural and remote sites;
- 5.7** special training needs of technical staff and of professional staff;
- 5.8** professional development for academic and professional staff, on activities which emerge from performance reviews;
- 5.9** training for Aboriginal and Torres Strait Islander staff; and
- 5.10** Work Health & Safety, Rehabilitation and Equal Opportunity and diversity and inclusion training, including cross-cultural awareness.

#### **Related Links**

[Academic Induction Programs - Guidelines for Staff and Supervisors](#)