PROFESSIONAL DEVELOPMENT LEAVE FOR GENERAL STAFF

March 2008

PRINCIPLES GOVERNING PROFESSIONAL DEVELOPMENT LEAVE FOR GENERAL STAFF

What Is Professional Development Leave?

Professional Development Leave provides an opportunity for general staff members to gain new skills through a carefully planned and individually tailored program of activities and aims to:

- Provide an opportunity for general staff to gain new experience or skills development not available in the workplace,
- Facilitate new work contributions by the staff member,
- Generate new ideas and approaches to a familiar set of responsibilities.

What Can Professional Development Leave Be Used For?

Professional Development Leave may be sought to:

- Attend short courses, workshops, seminars and conferences of demonstrated direct relevance to the work of the staff member,
- Undertake a brief series of visits to other institutions or employers to observe work practices and establish relevant senior contacts,
- Gain relevant additional work experience with another employer either on secondment or as part of an exchange.

Priority will be given to those applications which demonstrate consistency with the University's strategic goals and to the achievement of School/Section plans and objectives.

Who Can Apply For Professional Development Leave?

Staff members who wish to apply for Professional Development Leave must be:

- Members of general staff, who hold
- Continuing or fixed-term appointments and have been employed by the University for at least twelve months.

No reapplication will be allowed within two years of completing a previous period of Professional Development Leave.

When Can Staff Apply For Funding?

- This year there will be two rounds of Professional Development Leave applications. The first round will be advertised in January, with a closing date in February, and the second will be advertised in July, closing in August. Staff will be notified of each round by bulk email. Funding in both rounds can only be provided for professional development opportunities for which expenditure can be made this year. Staff may apply in either round.

Who Will Fund Professional Development Leave?

It is expected that the primary source of funds will be provided by the applicant's School/Section. The central staff development fund will contribute to the Professional Development Leave program by providing up to 50% of the funding for each application. The maximum central contribution is $1,500 per submission

No provision is made for the funding of costs for spouse or dependent expenses.

How Much Professional Development Leave Can Staff Members Apply For?

Staff can apply for up to two weeks paid Professional Development Leave. For staff members at HEO7 and above, leave may be taken in Australia or overseas. Staff members below HEO7 are eligible for leave inside Australia only. A special case would need to be made for leave to be taken outside Australia.

Who Decides Who Is Awarded Professional Development Leave?

Applications for Professional Development Leave are considered by a Selection Committee appointed by the HR Strategic Staff Sub-Committee. The Selection Committee will be made up of one Academic and two General Staff Employees.

How Do I Apply For Professional Development Leave?

- Applications for Round 1 must be submitted by no later than close of business on **15 February, 2008**.
- Applications for Round 2 must be submitted by no later than close of business on **8 August, 2008**.
- Intending applicants should discuss their application in detail with their Supervisor and/or Head of School/Section to ensure the program of study and/or visits are of mutual benefit to both the staff member and the University.
- Intending applicants should discuss the financial details of their application with their Head of School/Section to ensure that sufficient School/Section funds are available.
- Applications must be accompanied by a written statement from the Head of School/Section supporting the application and confirming the financial contribution to be provided by the School/Section.
- Applications must be made on the designated Application Form for General Staff Professional Development Leave and must address the application criteria (which is contained within this document).
- The Selection Committee will assess each application and will advise applicants of the outcome of their application within six weeks of applications closing.
- A report of the program of Professional Development Leave is to be submitted to the Secretary, Strategic HR sub-Committee (via Head of School/Section) within four weeks of return from leave. The report should be about three A4 pages in length and should outline:
    - Activities undertaken during the period of leave,
    - Skills and knowledge gained during the period of leave,
    - How the skills and knowledge will be applied at the University,
    - Potential changes to current work practices and procedures arising from the leave,
    - Benefits accruing to the University from the period of leave.

APPLICATION GUIDELINES
PROFESSIONAL DEVELOPMENT LEAVE
FOR GENERAL STAFF

Instructions to Applicants

The following headings provide a guide to the type of information which should be contained within an application for Professional Development Leave and against which applications will be assessed.

Applications, addressing the Application Criteria outlined below, should clearly state the reasons for applying for Professional Development Leave and how this leave will benefit the individual staff member and assist with the achievement of School/Section and University goals.

Note: Applications submitted should be for Professional Development Leave Programs that will be undertaken prior to 31 December 2008 (unless approval is being requested to extend the program into 2009)

Application Criteria
(To Be Addressed and Submitted with the Application Form)

1. Intent of Professional Development Leave Program

Detail your reasons for wishing to take Professional Development Leave. Your application should consider the following questions:

- Why you chose the particular institution(s) you propose to visit or study at; e.g. are they a leader in their field of expertise, does the institution have specialised equipment that is not available elsewhere?

- What skills, knowledge and abilities do you expect to gain at the proposed institution(s) and what activities you will be undertaking whilst there; e.g. are you undertaking work whilst at the institution, will you be observing certain practices, will you be participating in conferences or seminars?

2. Use of Knowledge on Return to the University

The value of the knowledge acquired during the period of Professional Development Leave to yourself and the University. Consider the following:

- How are you going to apply the knowledge, skills and abilities upon your return to the University; e.g. how does the proposed visit(s) or course relate to your position and responsibilities, will the results of the visit(s) or course of study assist you in addressing specific problems you or your School/Section are experiencing?

- How will the skills, knowledge and abilities you acquire assist your School/Section (and the University generally) in achieving its goals?

3. List of Places and Institutions in the Order of your Proposed Visit

Indicate the proposed activity and length of stay at each place. The following documents should be attached in support of your application:

- Letters from institutions indicating acceptance of your proposed course or visit,
- Written statement of support from your Head of School/Section.

4. Financial

Indicate the amount of funding you are requesting to undertake the program of Professional Development Leave and what these costs relate to; e.g. Seminar/Conference fees, airfares, accommodation and meals etc.

It is expected that the primary source of funds will be provided by the applicant's School/Section. The central staff development fund will contribute to the Professional Development Leave program by providing up to 50% of the funding for each application. The maximum central contribution is $1,500 per submission.

FINAL CHECKLIST FOR APPLICANTS

Before submitting your application, use this checklist to make sure you have not missed out any important details. In particular check that you have:

- Read the Information contained within this document. ☑
- Completed and Signed the Application Form ☑
- Obtained approval from your Supervisor and Head of School/Section and that they have signed the Application Form ☑
- Addressed the Application Criteria in a letter of application that is attached to the Application Form ☑
- Attached a written statement of support, including details of the School's/Section's financial contribution, from your Head of School/Section ☑

Applications must be submitted to:

Secretary, Strategic HR Sub-Committee
C/- Workforce Planning, Equity and Diversity Unit
Private Bag 102
Hobart

By no later than close of business on **Friday 8 August 2008**

Do You Want More Information?

More information about Professional Development Leave for General Staff can be obtained by contacting Rose Bullough, Human Resources ph. 6226 7294 or email: Rose.Bullough@utas.edu.au

March 2008