

# Professional Development Policy: Academic Staff

## Document

<b>Document Name</b>	Professional Development Policy: Academic Staff
<b>Brief Description</b>	The Professional Development Policy sets out Sydney Institute of Business and Technology's (SIBT) approach to encourage and support academic staff through the provision of professional development opportunities in relation to their role and responsibilities.
<b>Responsible Officer</b>	Academic Director
<b>Delegated Approver</b>	Academic Board
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<b>Date for Next Review:</b>	15 April 2028

## Version Control

Date Approved	Version No.	Summary of Changes	Approver
15/4/2025	4	Added Recording of Professional Development Activities clause. Updated Monitoring and Reporting clause to reflect reporting. Clarified requirements for funded activities and reporting of PD that constitutes scholarly activity. Added Scholarly Activity definition. Updated Monitoring and Reporting clause.	Academic Board

## Related Documents

Name	Location
Equivalence of Professional Experience to Academic Qualifications Policy	<a href="#">SIBT Website</a>
Staff Code of Conduct	<a href="#">SIBT Website</a>
Staff Recruitment, Appointment, and Induction Policy	<a href="#">SIBT Website</a>
Staff Scholarship Policy	<a href="#">SIBT Website</a>
SIBT Corporate Plan	<a href="#">Navitas Intranet</a>
Navitas Learning Portal	<a href="#">Navitas Intranet</a>
Higher Education Support Act 2003	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Higher Education Standards Framework (Threshold Standards) 2021	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Education Services for Overseas Students Act 2000	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>

Name	Location
National Code of Practice for Providers of Education and Training to Overseas Students 2018	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Higher Education Provider Guidelines 2023	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>

## Contents

1. Purpose.....	4
2. Definitions .....	4
3. Application .....	4
4. Policy Statement .....	4
5. Responsibilities .....	5
6. Professional Development Activities.....	5
7. Promotion of Professional Development Activities .....	5
8. Support for Professional Development Activities.....	6
9. Application for Support for Professional Development Activities.....	6
10. Recording of Professional Development Activities .....	7
11. Monitoring and Reporting .....	7
12. Review .....	8

## 1. Purpose

- a) This Policy recognises the importance of supporting academic staff by providing opportunities for their professional development, and by encouraging staff to obtain skills, knowledge, and abilities relevant both to their roles, responsibilities and professional goals, and to the Institute.

## 2. Definitions

Term	Meaning
<b>Professional Development Activities</b>	the provision of learning and development opportunities to extend and broaden the scope of professional capabilities of employees in relation to their role and responsibilities.
<b>Scholarly Activity</b>	Activity that results in gaining new or improved understanding, appreciation and insights into a field of knowledge, or engaging with and keeping up to date with advances in the field. A key component is that scholarship: <ul style="list-style-type: none"> <li>• advances knowledge or professional practice in a field, or</li> <li>• transmits advances through contemporary approaches to teaching and learning, or research and training.</li> </ul>

## 3. Application

- a) This Policy applies to all SIBT academic staff including permanent, casual, and contracted staff members.

## 4. Policy Statement

- a) Sydney Institute of Business and Technology (SIBT) recognises:
  - i. The importance of engaging highly skilled and knowledgeable staff to undertake a wide range of academic roles across SIBT;
  - ii. The need to provide staff easy access to opportunities for professional development relevant to their roles and responsibilities.
- b) SIBT will promote a culture of learning and innovation.
- c) SIBT aims to provide training and development to staff which:
  - i. Maintains and enhances knowledge, skills and effectiveness;
  - ii. Assists staff to meet their professional goals;
  - iii. Increases job satisfaction;
  - iv. Prepares staff for changing duties and responsibilities;
  - v. Motivates staff to achieve their full potential; and
  - vi. Aligns with expectations as outlined in the [Staff Recruitment, Appointment, and Induction Policy](#), SIBT's Corporate Plan, and the individual's Performance Plan and Position Description;
  - vii. Is relevant, therefore delivered urgently, when considered time sensitive e.g., risks to academic integrity due to new developments in Generative AI.
- d) In striving for excellence, teaching staff are expected to keep abreast of developments in higher education.

## 5. Responsibilities

- a) The professional development of staff is a responsibility shared by individual staff members, line managers, and SIBT Management. These responsibilities are:
  - i. Staff members
    - Individually responsible for their own learning and development as well as contributing to the development of their Team through sharing their expertise/experiences.
    - Academic Staff are expected to attend at least two (2) professional development sessions over a 12-month period which may be in the form of scholarly activity.
  - ii. Line Managers
    - Are responsible for encouraging their staff members to identify and participate in professional development activities.
    - Are expected to, as much as possible, facilitate access to professional development activities for individuals or groups of staff, subject to the operating requirements of the Team.
  - iii. SIBT Management
    - Has a responsibility to provide access to relevant professional development activities and tools to ensure staff members have the capacity to fulfill their roles and responsibilities.

## 6. Professional Development Activities

- a) Professional development is seen as a continuous process. Professional Development Activities focus on professional development which is beneficial to the employee and the organisation.
- b) Training and development activities will be tailored to the nature of the role and may include, but are not limited to:
  - i. Seminars and workshops;
  - ii. Short courses;
  - iii. Conferences and networking events;
  - iv. Technical skills updates;
  - v. Peer review/observation and mentoring;
  - vi. Self-evaluation of performance;
  - vii. Review of courses;
  - viii. Sharing of good practice or innovative procedures;
  - ix. Engagement in research;
  - x. Teaching at other tertiary education providers;
  - xi. Job enhancement;
  - xii. Courses leading to qualifications; and
  - xiii. Professional memberships and professional reading.
- c) SIBT also provides professional development opportunities on campus throughout teaching sessions and at Teachers' Orientation meetings and workshops held in Orientation Weeks, at no cost to attendees, usually relating to teaching and learning.

## 7. Promotion of Professional Development Activities

- a) It is expected that all academic staff members will undertake relevant sponsored or non-sponsored Professional Development Activities annually.
- b) Program Convenors are responsible for promoting professional development amongst teaching staff, within:
  - i. Teaching staff position descriptions;
  - ii. Letters of Offer;
  - iii. Access to the Professional Development Schedule;
  - iv. Onboarding processes, and;
  - v. Academic staff orientation program prior to the commencement of each teaching session.
- c) Program Convenors are responsible for prioritising training and development activities for teaching staff throughout the year.
- d) All line managers of ongoing staff are responsible for identifying professional development opportunities during staff performance plan sessions and in staff performance plans.

## 8. Support for Professional Development Activities

- a) SIBT will support Professional Development Activities through means including but not limited to:
  - i. Financial support e.g. conference fees, travel and accommodation;
  - ii. Flexible working hours for permanent staff to accommodate professional development (e.g. reducing hours on one day of the week, on the condition that hours are made up on another day of the week);
  - iii. Administrative resources such as photocopying, printing, computing; and
  - iv. Allocations of budget for funding of teaching staff professional development activities.
- b) The combination and amount of support will be agreed upon between the staff member and their line manager.
- c) Support will not usually be provided where a staff member has been employed for less than six (6) months. A staff member who resigns from employment with SIBT within 12 months of receiving financial support may be required to refund the amount received in the final 12 months of employment.

## 9. Application for Support for Professional Development Activities

- a) All applications for support for professional development should be discussed with the staff member's line manager in the first instance and, where possible, be incorporated into a staff member's performance plan.
- b) Applications should be submitted no less than six (6) weeks prior to the commencement of the Professional Development Activity to the staff member's line manager and should outline the objectives and/or benefits expected to be gained from the activity for SIBT and the individual.
- c) The application will be considered, and if supported by the applicant's line manager, forwarded with a recommendation to the College Director and Principal, for approval. Application outcomes will be shared with applicants by their line manager.
- d) Applications for training and development activities should not be booked / confirmed until approval has been provided.

- e) Training and development activity that extends beyond one Trimester (e.g. University or TAFE study), or one single activity (e.g. one-off training course), requires re-application for subsequent support.
- f) Any teaching staff member is eligible to apply for funding for professional development through a process, which considers applications in light of:
  - i. Academic benefits of the proposed activity to SIBT, its students and staff member;
  - ii. Relevance to the discipline taught at SIBT;
  - iii. Relevance to the scholarship of teaching and learning;
  - iv. Relevance to the level of responsibility;
  - v. Staff development priorities informed by student evaluations and the learning and teaching goals of SIBT;
  - vi. Financial and resource constraints.
- g) Teaching staff can apply for funding for professional development at any time for a maximum two (2) times per year.
- h) Academic staff members wishing to undertake training and development activities should complete an Application for Professional Development form.
- i) On completion of professional development activities, staff are required to provide a brief written summary of the outcomes as they apply to the participant and SIBT to a Staff Meeting or deliver an internal professional development session.
- j) Teaching staff who were granted funding for their professional development will be excluded from future funding if they did not:
  - i. Provide a brief written summary of the outcomes and present these to a Staff Meeting; or
  - ii. Deliver an internal professional development session.

## 10. Recording of Professional Development Activities

- a) It is a condition of employment that academic staff ensure their professional development activities record is kept up to date, so that SIBT can ensure staff are regularly engaging in professional development activities.
- b) Attendance at SIBT Professional Development workshops and webinars is recorded in the HR database.
- c) All academic staff are required to record any professional development activity, that satisfies the criteria for Scholarly Activity, by using the [SIBT Scholarship Register Form](#).

## 11. Monitoring and Reporting

- a) Attendance at professional development activities will be discussed at each staff members' annual performance review.
- b) Professional Development records are also used to monitor trends and inform future training and development activities which will be recorded in the SIBT Professional Development and Scholarship Plan.
- c) Professional development activities including topics, data on attendance, feedback responses, and needs or requests are reported as a standard agenda item at each Learning and Teaching Committee meeting.

- d) A summary of Professional Development Activities and attendance is reported to the Academic Board as a standing item in the Learning and Teaching Committee Chair's Report.
- e) An annual report summarising professional development activities and attendance is presented to the Academic Board for consideration of outcomes and recommendations.

## 12. Review

- a) The Professional Development Policy is reviewed by the Responsible Officer and the Quality and Compliance Manager a minimum of every three years and at the time of any changes to the regulatory compliance requirements, legislation, regulation, and guidelines.