

Professional development instruction

What is it?

This resource will help you find answers to common questions about professional development, and how it's managed at RMIT.

Who is this for?

All employees of RMIT University.

Who is responsible for my professional development?

The responsibility for your professional development is shared between you, your manager/s and RMIT.

- You are encouraged to take responsibility for your own work-related learning and career development. Your learning and development needs are primarily identified through the performance cycle and are captured in your Performance Workplan.
- Managers are responsible for identifying, enabling and approving professional development activities based on the priority of their work unit. The manager plays a key role in your career development by setting performance and behavioural expectations, identifying development needs, and providing regular feedback on your performance and development. Performance standards and measures will be fair, equitable and transparent.
- RMIT is focused on providing staff with opportunities, resources and tools so that they can build competence in their current role and achieve their career aspirations. RMIT People will analyse staff development objectives and activities in their Performance Workplan to inform the design and delivery of professional development activities across RMIT that support its strategic and business planning priorities.

What will RMIT do to support professional development?

RMIT will conduct regular analysis of professional development, performance ratings, talent management and related processes with regards to equal opportunity commitments including diversity of participation in staff career development, movement and progression. Such analysis will identify areas for improvement.

RMIT will provide professional development opportunities and special programs where areas of under representation are identified to encourage and support staff in their learning and career development. Examples include where professional development opportunities are required as a special measure to support Aboriginal and Torres Strait Islander employees and meet RMIT's commitments under relevant policies and legislation.

RMIT will ensure women and men are represented within the talent identification and succession planning process. Achievement relative to opportunity is considered in career progression decisions.

How will RMIT handle my professional development request?

Before we'll consider the request, the professional development activity must:

- be relevant to your current role or to the functions you may reasonably be expected to perform;
- match and support your capability;
- address identified needs or support organisational initiatives, including your current and/or future needs, the work team's designated priority needs, and RMIT's strategic directions and relevant operational plans;
- be a suitable investment considering available funds, other staff needs, and other cost-effective ways to meet the developmental need (on the job learning and internal development activities should be considered before exploring external developmental activities); and
- be transferable to the workplace.

If your request meets these guidelines, then the following types of support may be provided at RMIT's discretion.

a) Financial support

RMIT may provide financial support to you to assist you in undertaking professional development. This is a discretionary investment on the part of RMIT and is not an entitlement.

The decision to provide financial support is made by your manager and the relevant delegated authority (as listed in the Financial Delegations Schedule).

b) Time release and professional development leave

RMIT provides the following professional development leave types

Academic staff:

- assessment leave
- PhD completion leave
- research leave
- study leave

Vocational Education staff:

- study leave
- sabbatical leave

Professional staff:

- assessment leave
- study leave

c) Secondments

The University supports secondments as a development opportunity where the secondment benefits both the staff member and RMIT. Secondments can be within RMIT or to an external organisation. They are not available to casual or agency staff. Secondments should only be issued for 12 months with the possibility for extension in exceptional circumstances.

Can I go overseas for work-related professional development?

RMIT has international operations and embraces the opportunities for professional development and growth that can arise from international exposure for our people. However, we want to ensure that when we send people to work overseas, we:

- adequately document the terms and conditions of employment;
- ensure we comply with international legal obligations (in terms of employment law, safety, insurance and visas and immigration); and
- provide appropriate support mechanisms to our people while they are overseas.

As a manager, what must I do to support an employee to work overseas?

Managers must first ensure that there is a genuine need to send an employee to work overseas, having regard to things such as:

- professional development needs;
- the value of the assignment to RMIT in light of its strategic objectives; and
- the cost and risks associated.

The international assignment must be approved using the ordinary procedures.

Managers must consult RMIT People to obtain advice about what employment arrangements and documentation need to be implemented prior to sending the employee overseas.

RMIT People will provide advice on:

- what terms and conditions will apply to them whilst overseas;
- how the arrangement will be documented;
- what visa and immigration requirements are necessary; and
- what insurance is required.

Employees must not be allowed to work overseas until RMIT People's advice has been sought and implemented.

Document history

Version	Effective date	Authority	Author
1.0	8 Feb 2021	Employee Lifecycle Policy	Senior Manager, PWR