



Staff Development policy

Section 1 - Preamble

(1) This Policy is effective from 10 October 2017.

Section 2 - Purpose

(2) This Policy provides the framework for the University's staff development offerings.

Section 3 - Scope

(3) This Policy applies to staff of the University.

Section 4 - Policy

(4) The University is committed to building the capabilities and effectiveness of its staff through a range of professional development opportunities which will assist them to contribute to the achievement of the University's strategic goals.

(5) The University is committed to ensuring that development activities are compatible with University policies, in particular [equal opportunity](#), [health, wellbeing and safety](#), [work arrangements](#), [performance management](#) and [gender equity in research](#) policies.

(6) The responsibility for identifying and supporting staff development is shared by individual staff members and their managers:

- a. Staff members are encouraged to take responsibility for their own work-related learning and career development. They are also encouraged to assist others in their development.
- b. Supervisors are responsible for encouraging and facilitating professional development activities based on the priority of their work area and the University.

(7) The learning and development needs of staff members are primarily identified by the staff member and their supervisor through the [DeakinAchieve Performance and Development Program](#) process.

(8) Supervisors will ensure that staff development requirements meet work area needs and that priorities are identified through the DeakinAchieve process and that staff are provided with appropriate support, time and encouragement to undertake development activities.

(9) Human Resources Division (HRD) is responsible for coordinating a range of professional development opportunities for Academic and Professional staff, including the management and provision of a University-wide Staff Development Program, mentoring programs and secondment opportunities (refer to the [Professional Development \(Academic Staff\) procedure](#), [Professional Development \(Professional Staff\) procedure](#), [Research Conference Attendance \(Academic Staff\) procedure](#) and [Gender Equity in Research policy](#)).

(10) The Deputy Vice-Chancellor Education is responsible for the development of the University priorities and the provision of teaching development programs for Academic staff.

(11) The Deputy Vice-Chancellor Research is responsible for the development of the University priorities and the provision of research development and training.

(12) Casual Academic staff engaged to deliver teaching for at least one teaching period within an Academic Year, are eligible for up to four hours of paid induction (first year only) and Professional Learning and Development (subsequent years) activities annually in accordance with the [Deakin University Enterprise Agreement 2017](#) and the [Casual Professional and Sessional Academic Staff Employment procedure](#).

Section 5 - Procedures

(13) Refer to the:

- a. [Academic Study Program procedure](#)
- b. [Professional Development \(Academic Staff\) procedure](#)
- c. [Professional Development \(Professional Staff\) procedure](#) and the
- d. [Research Conference Attendance \(Academic Staff\) procedure](#).

Section 6 - Definitions

(14) There are no definitions arising under this Policy.

Status and Details

Status	Current
Effective Date	10th October 2017
Review Date	10th October 2020
Approval Authority	Vice-Chancellor
Approval Date	10th October 2017
Expiry Date	To Be Advised
Responsible Executive	Kean Selway Chief Operating Officer selwayk@deakin.edu.au
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